

GENERAL ORIENTATION AGENDA

Talking Points for 1st Time Collaborators

Course: _____ Date: _____

High School Collaborator/School: _____

College Collaborator: _____

Welcome and Introductions

- College mission, vision, and values
- Accreditation (HLC and NACEP)
- Organizational chart

Review of Southeast's Student Handbook

- College policies and procedures
 - Class rosters
 - Grading and assessment of student learning
 - Student withdrawal from classes
 - Academic dishonesty
 - Accommodations for students with disabilities
 - Postsecondary students' data privacy rights under FERPA
- Accessing the Learning Resource Center
- Obtaining photo ID cards
- Advising and expectations
- Transfer credits

Review of Collaborators' Guides

- Discussion of high school collaborator responsibilities
 - Calendar and contract days
 - Faculty workshops and department meetings
 - Course content, depth, and rigor
 - Course alignment
 - Syllabus and textbook requirements
 - Site visit and pre-site visit

- Professional development and mandatory activities
- Compliance/non-compliance procedures
- Student eligibility
 - How it's determined
 - How prerequisites are met
- Financials: Who pays?
- Discussion of college collaborator responsibilities

Learning Management System Information

Sign-In Sheet and/or Sharing of Contact Information

Name of College Collaborator: _____

Signature (no electronic): _____ Date: _____

Name of High School Collaborator: _____

Signature (no electronic): _____ Date: _____

Name of Academic Dean: _____

Signature (no electronic): _____ Date: _____