



# Checklist for Concurrent Enrollment Instructors

Chairs and coordinators offering RRCC classes in high schools with high school instructors will use this checklist to monitor classes being taught for concurrent enrollment. The checklist is meant to be a guide for you and your chair so that all requirements for offering your course for concurrent enrollment are met.

## THE INSTRUCTOR

- Received Official Approval Email from CE Academic Affairs Manager
- Received new instructor onboarding
- Instructor has met with RRCC department Chair/Mentor
- Invitation to participate in department meetings and events

## THE CLASS

- Chair/mentor provides sample syllabus, additional course materials/textbooks, and common assessments as applicable to guide instructors
- Course syllabus (in accessible RRCC format) that contains the same course description, competencies, and topical outlines as campus-based courses, and includes course objectives is uploaded into D2L
- Textbook, course materials, sample exams and assignments have been reviewed, are at the same level, rigor, relevance, and depth as those in campus-based courses, and are on file with the department as needed; instructional facilities including laboratory, studio and technology facilities are comparable to campus-based facilities
- Annual classroom observation by department chair or designee on file with department
- Roster reviewed each term and discrepancies reported to concurrent enrollment office
- Withdraw option offered for students at risk of not successfully completing course with a C or better
- Grades posted to the Rock

## PREP FOR NEXT YEAR

- Attend annual professional development
- Submit Course Request information to school district.
- Mark calendar for important dates