



Dual Credit Tracking Form Lewis-Clark State College

Name of High School Applicant _____

High School _____

Course Name and Number _____

Tracking and Approval Details

_____ Application, vitae and transcripts received by Division Chair (Jack Peasley) Date _____
Initial

_____ Faculty approval to teach course (Chair) Date _____
Initial

_____ Faculty approved with mentor
Check

[OR]

_____ Faculty approved with instructor of record
Check

Name of Faculty _____

_____ Course approved for delivery for semester _____ (Dean) Date _____
Initial

_____ Syllabus for course approved
(Chair)

_____ Plan for final course assessment approved
(Chair)

<Notification to Kim Wolf to open registration>

_____ Instructor Orientation Completed (Kim Wolf) Date _____
Initial

_____ Warriorweb Overview (rosters and grades)
Check

_____ Registrar dates and deadlines
Check

_____ Classroom Observation completed by Faculty (Chair) Date _____
Initial

_____ Final Report submitted by Faculty to Chair (Chair) Date _____
Initial

Signatures

Division Chair _____

Date _____

College Faculty _____

Date _____

<Route original with attached evaluation report to Jack Peasley>

<Route a summary report to Kim Wolf and keep one copy in Division Office>

Community Programs _____

Date _____

Revised 12/16/08

Dual Credit Faculty Expectations

1. All Instructors of Record (IOR) must submit a report to the Division Chair and Community Programs no later than June 15 each year. No payment will be made to faculty prior to the report being completed satisfactorily. This report will address the following:
 - A. The name of the high school teacher and the faculty instructor of record.
 - B. Amount of time the course meets.
 - C. The textbook and course materials that are required. These should be the same as the college course or at least approved by the college faculty in that discipline.
 - D. A course syllabus that includes policies that match the LCSC course including course goals and objectives, the number and types of assignments, methods of assessment, grading scale, etc. A common final assessment is required.
 - E. The method and frequency with which the high school teacher interacted with the Instructor of Record. Instructors of Record are expected to meet with the high school teacher at least once a semester
 - F. A completed classroom evaluation form done by the IOR for the high school teacher.
 - G. Any relevant accomplishments with the high school teacher during the year.
 - H. Outcomes of the common final assessment.
 - I. Any other descriptors that the division faculty and chair deem important to maintain the integrity of the course as college level or other information that the IOR deems relevant.

2. All Mentor Instructors must submit a report to the Division Chair and Community Programs no later than June 15 each year. No payment will be made to faculty prior to the report being completed satisfactorily. This report will address the following:
 - A. The name of the high school teacher and the faculty mentor instructor
 - B. Amount of time the course meets.
 - C. Verification of appropriate textbook.
 - D. Verification of a common course syllabus
 - E. A completed classroom evaluation form done by the Mentor Instructor for the high school teacher.
 - F. Verification of a common final.