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 liaison

Check

[OR]

__ Faculty approved with instructor of record

Check

Name of Faculty

__ Course approved for delivery for semester ____________________ (Chair) Date

Initial

__ Syllabus for course approved (Chair)

__ Plan for final course assessment approved (Chair)

<Notification to Jack Peasley to open registration>

__ Instructor Orientation Completed (Jack Peasley) 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>

Community Programs ____________________________ Date

Revised 9/13/2013
Dual Credit Faculty Expectations

1. All **Instructors of Record (IOR)** must submit a report to the Division Chair and Summer School & Special 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 **Liaison Instructors** must submit a report to the Division Chair and Summer School & Special 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 Liaison 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 Liaison Instructor for the high school teacher.
   F. Verification of a common final.