



Training Checklist for New DC Teachers

Dual Credit Teacher _____ High School _____

Course _____ Year/Semester _____

Faculty Liaison _____

It is the responsibility of the Faculty Liaison to ensure that a Dual Credit course is in alignment with the on-campus course with regard to philosophy, pedagogy, curriculum, and academic rigor.

The items on this list must be completed prior to a new Dual Credit teacher offering the course.

____ Liaison has reviewed and approved the course syllabus.

____ Liaison has explained the course objectives and learning outcomes.

____ Liaison has communicated expectations for course textbook and other materials.

____ Liaison has clarified grading practices to ensure that they are comparable to on-campus.

____ Liaison has explained assessment methods to ensure that they are comparable to on-campus.

____ Liaison has reviewed all departmental policies, procedures, and expectations.

____ Liaison has discussed the classroom observation and a tentative date has been determined.

____ Liaison has discussed annual discipline-specific professional development.

Date New Teacher Training Occurred _____
Month Day Year

Signatures:

Faculty Liaison

Dual Credit Teacher

Submit completed form to Early College Programs or rwgill@lcsc.edu.