



**For new concurrent enrollment teachers, new mentor/mentee relationships, or new concurrent enrollment course offerings:** A minimum of one planning meeting between the faculty mentor and high school teacher will occur prior to the start of the course. This meeting will include a comprehensive new teacher orientation with discipline-specific training in topics including course curriculum, assessment criteria, pedagogy, course philosophy and theory. Other agenda items will include a review of the concurrent enrollment program handbook, administrative responsibilities, programmatic policy and procedures, and ongoing/annual professional development requirements.

Concurrent Enrollment Instructor: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

High School: \_\_\_\_\_

Concurrent Enrollment Course: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

PTCC Faculty Mentor: \_\_\_\_\_

## PROGRAM OVERVIEW

### Concurrent Enrollment Program Overview

Review the concurrent enrollment handbook. Include the review of topics such as FERPA, course caps, etc.

### Mentor/Mentee Relationship

Review roles and responsibilities of high school teachers and PTCC Faculty Mentors. Include a review of the number of site visits and how they will occur, mentor reports, required documentation, etc.

### Syllabus Requirements

### Book Requirements

## DISCIPLINE SPECIFIC AGENDA

Review topics and course information specific to your discipline. Such topics may include, but are not limited to:

### Course Outcomes

### Course Curriculum

### Pedagogy

### Course Philosophy

### Assignments and Assessments

### Grading

### Other

*(Continued on back)*

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**MEETING NOTES: PLEASE INCLUDE DETAILED NOTES REGARDING THE TOPICS DISCUSSED**

\_\_\_\_\_  
High School Instructor Signature (electronic signature allowed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Mentor Signature (electronic signature allowed)

\_\_\_\_\_  
Date

***Submit signed form to the Director of Student Success***

*This requirement directly aligns with **NACEP STANDARD F2. C3** – Faculty liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.*