



College in the High School New Instructor Initial Training

*Documentation of initial training is required for new teachers, which should be done before the course begins. This form is optional for teachers that are not new to the CHS program. **Please submit this agenda, checklist, and meeting notes to the Director of Concurrent Enrollment.***

CHS Instructor: _____

CHS Director: _____

WVC Liaison: _____

High School: _____

PROGRAM OVERVIEW with College in the High School Director

College in the High School Program overview

- Review the College in the High School handbook
 - CHS Director, WVC, and CHS expectations
 - CHS Program Registration/Evaluation processes
 - FERPA, and Student Rights & Responsibilities

CHS Instructor/WVC Liaison relationship

- Number of visits
 - How and when they take place?

Director Signature _____ **Date** _____

Instructor Signature _____ **Date** _____

DISCIPLINE SPECIFIC AGENDA WITH WVC LIAISON

- Course outcomes
- Course curriculum
- Course philosophy
- Pedagogy
- Syllabus requirements
- Book requirements (if any)
- Assignments & Assessments
- Grading

What are the course outcomes for _____?

What is the course curriculum for _____?

What is the course philosophy for _____?

What is the course pedagogy for _____?

Are there any books required? If so which ones?

Are there any recommendations for assignments/assessments used in this course?



What is the grading scale/system used in this course?

Faculty Liaison Signature_____ **Date**_____

Instructor Signature_____ **Date**_____