

The faculty mentor is responsible for providing the course-related aspects of new instructor training. Course-specific training and documentation is required by National Alliance of Concurrent Enrollment Programs (NACEP).

Faculty Standard F2	Faculty mentors at the college provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.
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**Items to be Covered:**

	<u>Information about Department:</u> <ul style="list-style-type: none"> <li>• Course offerings (flow chart, course descriptions)</li> <li>• Faculty</li> <li>• Contact Information</li> </ul>
	<u>Specific Course Information</u> <ul style="list-style-type: none"> <li>• Course outline</li> <li>• Prerequisites</li> </ul>
	<u>Textbook Information</u> <ul style="list-style-type: none"> <li>• Selection process</li> <li>• Information you will need to submit</li> <li>• Selections required</li> <li>• Sections optional</li> </ul>
	<u>Other Course Materials:</u> <ul style="list-style-type: none"> <li>• Graphing calculators</li> </ul>
	<u>Schedule:</u> <ul style="list-style-type: none"> <li>• Tentative schedule</li> <li>• Midterm</li> <li>• Final exam</li> </ul>
	<u>Course Expectations/Requirements:</u> <ul style="list-style-type: none"> <li>• Grading scale</li> <li>• Attendance</li> <li>• Due dates</li> <li>• Time for tests</li> <li>• Make-up policies</li> </ul>
	<u>Student Assessment</u> <ul style="list-style-type: none"> <li>• Common final</li> <li>• Tests (number, type, time, re-takes)</li> <li>• Quizzes</li> <li>• Homework</li> <li>• Extra credit</li> <li>• Other</li> </ul>
	<u>Course Assessment</u> <ul style="list-style-type: none"> <li>• Evaluation</li> </ul>
	<ul style="list-style-type: none"> <li>• Site Visit</li> <li>• Professional Development Activity</li> </ul>

*Please note: This course-specific training is separate from the annual professional development activity.*

**Documentation Needed for Evidence:**

	Agenda including date and time training held
	Sample of course-specific training materials shared and description for each example of how materials provided are used

*Please email documentation to Katie Pierre, Director of College Partnerships, at [katie.pierre@saintpaul.edu](mailto:katie.pierre@saintpaul.edu) after the course-specific training has taken place.*