Faculty Mentor Course-Specific Training
Checklist
for New Concurrent Enrollment Instructors

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. |

**Items to be Covered:**

<table>
<thead>
<tr>
<th>Information about Department:</th>
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<tbody>
<tr>
<td>• Course offerings (flow chart, course descriptions)</td>
</tr>
<tr>
<td>• Faculty</td>
</tr>
<tr>
<td>• Contact Information</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Specific Course Information</th>
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<tbody>
<tr>
<td>• Course outline</td>
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<tr>
<td>• Prerequisites</td>
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<thead>
<tr>
<th>Textbook Information</th>
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<tbody>
<tr>
<td>• Selection process</td>
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<tr>
<td>• Information you will need to submit</td>
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<tr>
<td>• Selections required</td>
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<tr>
<td>• Sections optional</td>
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<table>
<thead>
<tr>
<th>Other Course Materials:</th>
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<tbody>
<tr>
<td>• Graphing calculators</td>
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<thead>
<tr>
<th>Schedule:</th>
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<tbody>
<tr>
<td>• Tentative schedule</td>
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<tr>
<td>• Midterm</td>
</tr>
<tr>
<td>• Final exam</td>
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<thead>
<tr>
<th>Course Expectations/Requirements:</th>
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<tbody>
<tr>
<td>• Grading scale</td>
</tr>
<tr>
<td>• Attendance</td>
</tr>
<tr>
<td>• Due dates</td>
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<tr>
<td>• Time for tests</td>
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<tr>
<td>• Make-up policies</td>
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<thead>
<tr>
<th>Student Assessment</th>
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<tbody>
<tr>
<td>• Common final</td>
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<tr>
<td>• Tests (number, type, time, re-takes)</td>
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<tr>
<td>• Quizzes</td>
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<tr>
<td>• Homework</td>
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<tr>
<td>• Extra credit</td>
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<tr>
<td>• Other</td>
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<table>
<thead>
<tr>
<th>Course Assessment</th>
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<tbody>
<tr>
<td>• Evaluation</td>
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<tr>
<th>Site Visit</th>
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<tr>
<td>Professional Development Activity</td>
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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 after the course-specific training has taken place.