

High School Instructor Concurrent Enrollment Agreement

High School Instructor Name:
High School:
Course Name:
Course Dates:

As a concurrent enrollment high school instructor for Saint Paul College, I agree to:

- When first being paired, attend a course-specific training with faculty mentor to discuss course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course, including:
 - Receiving guidance and feedback to the instructor as they develop a course syllabus and assessments
 - Discuss curriculum and course outline prior to teaching the course
- Attend Concurrent Enrollment Program Kick-Off/Update Meeting each fall
- Develop a course syllabus and assessments that are reviewed and approved by faculty mentor to ensure consistency in learning expectations and outcomes
 - Provide course syllabus and paired assessments to Director of College Partnerships for accreditation documentation
- Meet with faculty mentor as needed to receive course updates and to review course evaluations
- Coordinate with faculty mentor at least one site visit/class observation (per semester class)
 - Review Site Visit Report completed by faculty mentor and complete brief Reflection Form
- Maintain the rigor of the course to meet the on-campus expectations
 - Utilize similar grading standards
 - Provide course gradebook, if requested, for review by faculty mentor
 - Cover all objectives and topics found in the course summary
- Participate in an annual discipline-specific professional development with faculty mentor to further enhance instructors' pedagogy and breadth of knowledge in the discipline
- If determined necessary through discussion with faculty member, build and utilize a learning management system/online space for the course and provide access to faculty mentor
- Require students to complete course evaluation at the end of the course and discuss results with faculty mentor
- Assign final, whole letter grades
- Provide all necessary documents or paperwork as requested by the Director of College Partnerships
- Correspond and collaborate with your faculty mentor in a professional, timely, and courteous manner

High School Instructor Signature	Printed Name	Date
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Faculty Mentor Signature	Printed Name	Date
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