



Concurrent Credit Faculty/New Teacher Orientation

Faculty Liaison _____ Date of visit _____

Concurrent teacher _____

High School _____

Concurrent course observed (SAUT course title) _____

Items covered:

- Roster Procedures - certification
- Syllabus
- Course Content
- Drop Process
- Methods of Assessment
- Textbooks
- CE faculty handbook
- Grades – midterm, final
- Policies
- Non-compliance

Questions or requests that need follow-up by the Concurrent Enrollment Coordinator:

***By signing below I acknowledge that I have received the concurrent faculty handbook, and I have been informed of the Concurrent Enrollment Program policies and procedures, which include, but are not limited to, non-compliance, grades, and course content.**

Concurrent Faculty signature

Date

Faculty Liaison signature

Date