



Concurrent Enrollment Program New Instructor Orientation

The new CE instructor orientation is a time to review all important elements of the course, including departmental expectations, protocol and philosophy, and confirm that the instructor has the necessary materials to fully align the curriculum. This orientation process ensures compliance with NACEP Faculty Standard 2 (F2): Faculty Liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.

Once orientation is complete, the Faculty Liaison will submit this completed form to the Concurrent Enrollment Program, **along with a copy of the approved/template course syllabus and any sample teaching materials shared with the applicant such as labs, sample tests and quizzes.**

Please confirm the following information was discussed during the orientation meeting:

Role of liaison has been explained to the instructor.

Liaison has reviewed with instructor the specific course objectives.

Liaison has reviewed with instructor any discipline-specific philosophies and/or pedagogy for the course.

Instructor has received requirements and expectations for syllabus alignment.

Liaison has explained textbook considerations or requirements.

Instructor has been provided the course grading scale and understands the grading standards for Boise State University.

Liaison has discussed required assignments, including sample rubrics, assuring standards of achievement are the same as expected in on-campus section.

Instructor agrees to attend professional development opportunities as provided by the Faculty Liaison on an annual basis.

Instructor feels prepared to offer this course as a match for the on-campus sections.

Faculty Liaison Printed Name and Signature

Date

CE Instructor Printed Name and Signature

Date