

## Checklist for HSCP Department Coordinators

The items on this checklist must be completed by each UMKC Department Coordinator every academic year.

Name: \_\_\_\_\_ Discipline area: \_\_\_\_\_

- Department Coordinator has listed Student Learning Outcomes on syllabi sent to HSCP Office (via DropBox.com).
- Department Coordinator will review with High School Instructor the specific course objectives.
- Department Coordinator will review with High School Instructor any discipline-specific philosophies and/or pedagogy for the course.
- Department Coordinator will provide High School Instructor with the syllabus template and expectations for the syllabus.
- Department Coordinator will explain to the High School Instructor the textbook considerations/requirements.
- Department Coordinator will review and approve High School Instructor's course assignments, quizzes, and a final exams to ensure standards are the same as on campus sections.
- Department Coordinator will arrange a high school observation with high school instructor(s).
- Department Coordinator will provide annual discipline-specific Professional Development and submit these activities via HSCP Department Coordinator folder at DropBox.com.

\_\_\_\_\_  
HSCP Department Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
HSCP Director

\_\_\_\_\_  
Date