Checklist for HSCP High School Instructors

The items on this checklist must be completed by each dual credit high school instructor every academic year. The instructor’s courtesy appointment may be revoked for non-compliance in any/or all aspects of the aforementioned responsibilities.

Name: _____________________________ Course: _____________________________

☐ Observation year: Yes/No _______ Received Site Visit on ___________.
☐ High School Instructors must format high school syllabus and list Student Learning Outcomes (SLOs) to reflect content on campus syllabus.
☐ High School Instructors must send copy of high school syllabus, one quiz, one assignment, and final exam to the HSCP office via high school Instructor folder at DropBox.com.
☐ High School Instructor must complete electronic course form by given deadline date for Fall/Spring semesters.
☐ High School Instructor must distribute registration packet information and instructions to students during the enrollment period.
☐ High School Instructor must verify rosters following enrollment and submit grades in Pathway at the end of the semester.
☐ High School Instructor must attend one UMKC mandatory Professional Development session prior to the end of the academic year.

__________________________________________________ _____________________________
HSCP Instructor Date

__________________________________________________ _____________________________
HSCP Director Date