

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