

# Front Range Community College – Boulder County Campus

## Concurrent Enrollment

### New Instructor Checklist

FRCC's goal is to support you and ensure you have a successful tenure teaching with the College Now program. The following checklist provides a pathway to a successful start as a College Now instructor. If you have questions about the College Now program or any of these items, please contact College Now Instructional Coordinator, [kay.uhles@fronrange.edu](mailto:kay.uhles@fronrange.edu). Thank you for your interest in and support of the College Now program!

#### To be approved to teach a College Now class (Timeline: 1-2 semesters before class is to be taught)

- Contact College Now Instructional Coordinator, [kay.uhles@fronrange.edu](mailto:kay.uhles@fronrange.edu), to express your interest in teaching a College Now class at your school and to start the preliminary approval processes.
  - You will need to provide:
    - the FRCC class you would like to propose;
    - a current resume or complete work history for past seven years (for most disciplines);
    - copies of all college transcripts; and
    - a copy of secondary credential and/or teaching license.
  - Your documentation will be submitted to the proper department. You will be contacted if a meeting/interview is required.
    - **Note:** Some departments require new instructors to prepare and present a lesson during this meeting/interview. If a presentation is required, you will be contacted by the College Now office or department/discipline faculty with expectations and to schedule a time.
- Once the department confirms its approval, you will be instructed and guided in completing the FRCC Human Resources steps in order to finalize your application and receive your College Now assignment.

#### In preparation for College Now teaching assignment (Timeline: Semester immediately preceding assignment start date)

- Contact the College Now Instructional Coordinator to schedule a meeting to discuss:
  - Colorado Community College System (CCCS) standards for your course
  - FRCC department expectations
  - Grading criteria
  - Textbooks
  - Syllabi preparation/template
  - Desire2Learn College Now Instructor's Site and course shell
  - eWolf
  - Other support and resources as you would like/need.
- Create your class syllabus using the syllabi template provided during meeting.

#### Preparation continued (Timeline: 1-2 weeks before semester begins)

- Read the College Now Instructor Handbook found on the D2L College Now Instructor's Site;
- Attend the Back-to-School night (date will be sent via FRCC email 2-4 weeks before event);
- Submit your syllabus to department chair and College Now Instructional Coordinator for final approval.



- Upload your department-approved syllabus to the D2L course site
- Email copy of final approved syllabus to College Now Instructional Coordinator and FRCC BCC Faculty Support, [BC.FacultySupport@frontrange.edu](mailto:BC.FacultySupport@frontrange.edu), for archiving.
- Create your Desire2Learn (D2L) gradebook
  - **Note:** FRCC requires regular grade updates throughout the semester for all courses.

**Once the semester begins (Timeline: 0-3 weeks into semester)**

- Daily for first 3 weeks - check your rosters: (1) who is on your high school roster, (2) who is on your FRCC roster, and (3) who is in the seat. Report discrepancies to Jaime Bertrand, College Now Student Services Coordinator, [jaime.bertrand@frontrange.edu](mailto:jaime.bertrand@frontrange.edu)
- Enjoy your new students!

**Throughout semester (Timeline: 3-10 weeks into semester)**

- Communicate with high school counselor and College Now Student Services Coordinator, Jaime Bertrand, regarding any at-risk students. At-risk student include:
  - Students not attending
  - Students not turning in assignments
  - Students falling below – or at risk of falling below – a final grade of C (Families are required to repay tuition to district, approximately \$450 for a 3-credit class; a bill many families cannot afford.)
- Check your FRCC email account on a regular basis.
- Post grade updates in Desire2Learn (D2L) every five weeks per FRCC policy.
- Remain in contact with your FRCC academic department lead and College Now staff for questions, concerns, support, etc.

**Preparing for end-of-semester (Timeline: 10-15 weeks into semester)**

- Continue to communicate with high school counselor and College Now Student Services Coordinator, Jaime Bertrand, regarding at-risk students.
- Enter final grades in the D2L gradebook and FRCC eWOLF system by the announced date (dates can be found on the D2L College Now Instructor's Site)
- Watch for emails from discipline department and/or College Now re:
  - a classroom observation by faculty member or designee (about midway through the semester)
  - student evaluation facilitation (at the end of the semester)

**Sites to help in preparation of your teaching assignment:**

- Colorado Community College System (CCCS) where you can find required specific course standards and competencies (100 percent of competencies must be met through semester) (<https://www.cccs.edu/education-services/common-course-numbering-system/>)
- CCCS Statement of Standards for concurrent enrollment best practices: (<https://www.cccs.edu/education-services/concurrent-enrollment/>)
- Desire2Learn College Now Instructor's Site for resources

Need help with any of the above? Don't see an answer to your question? Contact BCC's College Now Instructional Coordinator at [kay.uhles@frontrange.edu](mailto:kay.uhles@frontrange.edu) or (303) 678-3725.