

Front Range Community College | Concurrent Enrollment New Instructor Checklist

The following is a list of the items new high school instructors are asked to complete prior to and throughout the semester. FRCC's goal is to support you during your class(es) and ensure you have a successful tenure teaching with the college. If you have questions about the College Now program or these items, please contact Sheena Martin, Director of Concurrent Enrollment. Thank you in advance for your commitment to students through this program!

Prior to the semester starting:

- Meet with the academic department lead at FRCC.
 - During this meeting you will discuss:
 - Colorado Community College System (CCCS) standards for your course
 - FRCC department expectations
 - Grading criteria
 - Textbooks
 - Syllabi, and more.
 - Contact _____ at _____ @frontrange.edu to arrange this meeting.
- Complete the FRCC Human Resources steps. Once approved to teach by the FRCC academic department, Sheena Martin can provide an overview of these steps.
- Create your class syllabus following the Front Range Community College syllabi standards.
 - Email copy of syllabus to department administrative assistant by _____.
 - Share a copy also with your FRCC academic department lead.
- Read the Concurrent Enrollment High School Instructor Handbook on Desire2Learn (College Now shell).
- Attend the "College Now" New Instructor Orientation on _____.
- Attend the academic department inservice meeting on _____.
- Create your Desire2Learn (D2L) course shell by _____. D2L shells must contain, at minimum your course syllabus and regular grade updates.

Once the semester begins:

- Check your FRCC roster in eWOLF. Notify College Now staff of discrepancies with who is attending, who is on your high school roster, etc.
- Check your FRCC email account on a regular basis.
- Post grade updates in Desire2Learn (D2L) no later than one third of the way through the class per FRCC policy.
- Set up a course observation with your academic department lead. The lead should initiate this visit.
- Remain in contact with your FRCC academic department lead and College Now Director for questions, concerns, etc.
- Enter final grades in the FRCC eWOLF system by _____.

