

Dual Credit Training and Orientation

Welcome to the University of Idaho Dual Credit Program. In fulfillment of **OSBE III. Y. Advanced Opportunities Standard F2** and **NACEP Standard F2**, the information below and attached verifies that discipline-specific training and orientation regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy and administrative responsibilities and procedures has been conducted and successfully completed prior to the high school instructor teaching the course at the high school.

Due June 1st

Dual Credit Course(s): _____ **High School:** _____
UI Faculty: _____ **HS Instructor:** _____
Location of Training: _____ **Date:** _____

Please confirm the following information was discussed during the orientation meeting:

Syllabus course objectives and learning outcomes (attach a copy of syllabus)	Discipline-specific philosophies and/or pedagogy for the course
Course grading scale and grading standards for the University of Idaho.	Textbook considerations or requirements
Required assignments, including sample rubrics, assuring achievement standards are the same as expected in the on-campus section.	Reviewed the Dual Credit Teachers Tab at uidaho.edu/dual-credit
Assessment methods to ensure that they are comparable to on-campus	Mentor/Mentee relationship; number of visits and how they will occur, etc.

The course will be offered for one of the following terms:

Fall semester course, **Spring semester course**, or **Yearlong course**.

University course enrollment cannot be retroactive registration, where registration for college credit is late in the school term. CEPs should not have registration processes or grading policies that allow high school students to try a course penalty-free by seeing how well they do in the course before registering, withdrawing, and/or transcribing a poor or failing grade. (NACEP S1)

Overview:

Please include a narrative demonstrating course-specific discussions beyond the checklist.

Attachments

1. **University provided Course Syllabus**
2. **Participant Evaluation**

Faculty Liaison Signature

High School Instructor Signature

Please return the completed form to the University of Idaho Dual Credit Program Office

Telephone: (208) 885-1168 | Email: dualcredit@uidaho.edu | Website: www.uidaho.edu/dual-credit