

**Discipline Orientation Checklist for New CollegeNow Instructors**

Faculty Liaisons should use the following checklist to ensure that new CollegeNow instructors are aware of departmental expectations prior to teaching their first course in the discipline. Please return the completed form to CollegeNow. *If you provided a group orientation, prepare one copy of this form and attach a list of the instructors.*

**CollegeNow Instructor:** \_\_\_\_

**Discipline or Course(s):** **Date(s):**

**Format:** Email / Phone / Video Call / Blackboard / Campus Meeting / School Visit *(circle all that apply)*

**Faculty Liaison**:

\_\_\_\_\_ Role of the Faculty Liaison, how to contact the Liaison, when Site Visit will occur

\_\_\_\_\_ Course objectives (learning outcomes) and required topics

\_\_\_\_\_ Appropriate placement of students - course prerequisites or required skills, grade level

\_\_\_\_\_ Philosophical or pedagogical approach to the course/discipline

\_\_\_\_\_ Class materials and additional resources, including those available from the College (IE, texts, OER, software, laboratory manual and equipment, calculator use, SafeAssign, databases, etc.)

\_\_\_\_\_ Expectations for assignments and assessments (IE, sharing examples, discussing any required assessments, reviewing the rigor/level of assessments)

\_\_\_\_\_ Grading standards (IE, the weighting of assessments within course grade, sharing of rubrics and/or graded student work, discussion of any allowable use of partial or extra credit or revisions)

**ADDITIONAL COMMENTS/SUMMARY:**