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**Concurrent Enrollment Teacher Responsibility Checklist**

* Attend required CE teacher participation in college CEP orientation (F4) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Meet with liaison prior to semester start for course specific information (F2)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Review Concurrent Enrollment Instructor Guide (F4)
* Create syllabi similar to college syllabi (C2)
* Submit completed syllabi to Administrative Assistant to Dean of Career and Technical Education no later than the first week of classes ([michele.altman@rctc.edu](mailto:michele.altman@rctc.edu)) (C2)
* Determine and conduct one shared assessment and grade norming activity per class (must include details for A1 evidence with the Assessment Standard Form)
* Set site visit date (C3) Site Visit Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Liaison perform a site visit. Discuss and complete Site Visit form with liaison after the visit. (C3)
  + New CE teachers – liaison perform one site visit per course, per teacher each semester for the first year
  + Veteran CE teachers – liaison perform one site visit per course, per teacher annually
* Go over Student Handbook with students. Return Student Handbook Signature Form to CEP (S3/S4)
* Attend both CEP Advisory Committee meetings (fall and spring) (P2)
* Attend RCTC Professional Development Days (when there is applicable content) and department meetings as you are able. Complete annual discipline-specific professional development and record all activities on the Professional Development Reporting Form (F3)
* Have students complete end of course evaluation per course section each semester (E1)
* Keep student grades up to date in D2L and submit final grades in RCTC E-services
* Complete CEP stakeholder survey (sent annually) (P2)
* Complete Professional Development Plan – Annual Progress Report if you are a CE teacher working under conditional provisions. (F1)
* Submit college transcript annually if you are working under conditional provisions. (F1)

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Liaison Date CE Teacher Date