

UMN Crookston College in the High School (CIHS) – New Instructor Orientation Road Map

Faculty 2 (F2):

Faculty at the university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to an instructor teaching the course.

Required NACEP Evidence:

1. Sample of course-specific materials shared and agenda of instructor orientation.
2. Written descriptions of the new instructor meeting. Include how the materials were used/discussed.
3. Document the date an instructor received initial course-specific training and any follow-up communications.

Agenda: Orientation for New CIHS Instructors

Faculty & New Instructor:

(Date/Time Start-Stop):

Information about the Department

- Flow of courses, course descriptions
- Faculty
- Contact information

Specific Course Information

- Any prerequisite, syllabus course content questions
- Course outline information
- Canvas use in the course
- Activities, sample assignments, readings, writings
- Pacing to watch for
- Due dates
- Grading scale, points, rubrics
- Resources

Textbook

- Selection guidance / needs to meet requirements for the college course, need not be the same
- Textbook company contact information
- Required parts
- Optional parts

Other course materials

- Advice on websites, notebooks, articles

Student Assessment

- Final – common grading rubric
- Tests – number, scoring, other
- Quizzes
- Outside of class expectation (2 hours for each hour in class = 3 credit class, 6 hours work/week)
- Extra credit
- Other

UMN Crookston CIHS Program, NACEP Standard F2

Agenda: continued...

Other items you may want to touch on. CIHS Coordinator works with instructors on dates, deadlines, and syllabus in regards to general campus policies.

Scheduling

- Midterm
- Final

Course Expectations

- 1st day syllabus review
- Attendance
- Course time requirements (1 credit = 50 minutes x 16 weeks)
- Make-up policies

Student Rating of Teaching

- Online, end of course, required, out of room

Contact & Communication

- Site Visit 1st year
- Email, phone

