



# ORIENTATION CHECKLIST

## Dual Credit

Completed by DACC Cooperating Instructor

*Prior to class starting, the DACC Cooperating Instructors are expected to schedule a face to face meeting with the new DACC Dual Credit (DC) instructor(s) at least two months prior to the start of the semester. DACC Cooperating Instructor is expected to introduce new DC instructor(s) to the expectations, philosophy and protocols used at DACC. The items on this checklist must be completed as part of the DACC Cooperating Instructor Stipend. Please submit this document to your Academic Dean.*

Date Completed: \_\_\_\_\_ Term/Year: \_\_\_\_\_

DC Instructor: \_\_\_\_\_ High School: \_\_\_\_\_

DACC Instructor: \_\_\_\_\_ Course: \_\_\_\_\_

Date of Face to Face Meeting: \_\_\_\_\_

### Introduction

In accordance with Illinois SB2838 and the federal Dual Credit Act, all state policies specified by the Illinois Community College Board, accreditation standards specified by the Higher Learning Commission, and DACC policies that apply to courses, instructional procedures, and academic standards which apply to college-level courses offered by DACC on campus will apply to DACC courses offered at the high school. DACC has the appropriate academic control of the curriculum that is consistent with any State or federal law, and as required by the Higher Learning Commission, or other applicable accrediting agency. Course content must be equivalent to credit-bearing, college-level courses offered at the College. Learning outcomes for the course must be the same as credit-bearing, college-level courses and be appropriately measured. If College representatives are not satisfied that content/delivery rigor is met, then the College will not transcript the course.

### DISCIPLINE-SPECIFIC ORIENTATION CHECKLIST

(to be completed by DACC Cooperating Instructor and DACC Dual Credit Instructor)

- Review course quality standards (HLC, ICCB, and Dual Credit Act)/objectives, philosophy, curriculum and pedagogy
- Check to see if the course is meeting often enough for the semester. For example, a 3 credit hour course should meet for at least 2400 minutes.
- Provide newest course syllabus, course outline, and course credit hour template and discuss how to use the templates, in detail, at a minimum discuss:
  - Course objectives
  - Grading scale

- Assessment methods
- Specific assessment tools used (if a common final assessment is used for the DACC course, it must be used in the high school course)
- Course Outline & Credit Hour templates
- Necessity that Course Outlines & Credit Hour Forms be reviewed and submitted at least 30 days prior to the start of the class
- Textbook & Access to Instructor Supplementary Materials
- Required verifications (10<sup>th</sup> day and midterm)
- Provide an example course schedule, assignment, quiz, exam and final exam where appropriate. DACC instructors can provide all of the materials if desired, but are not required to do so.
- Set a date to review the course outline and credit hour forms.

DATE: \_\_\_\_\_

- Review textbook and other supplementary materials required. Also mention library and tutoring privileges. If the school district will not be purchasing books through the DACC Bookstore, then provide publisher contact information. Textbooks are the high schools responsibility.
- Share general education outcome projects/rubrics, if applicable to course
- Share professional development and instructor resources opportunities (Such as the Part Time Academy) and any other discipline-specific online resources.
- Assist in setting up DACC email \_\_\_\_\_
- Provide training for accessing and using the following as they relate to rostering, midterms, grades and announcements
  - Web Advisor
  - Blackboard
- Review contact methods for further questions Arrange two class visits per semester, discuss each visit and share using the Class Visit form.

DATE OF FIRST VISIT: \_\_\_\_\_

DATE OF SECOND VISIT: \_\_\_\_\_

I acknowledge that the above has been reviewed and understood. . I understand that if the course is not deemed by DACC representatives to be in accordance with the DACC Master Syllabus or college level rigor, then DACC will NOT transcript the course.

\_\_\_\_\_  
DACC Cooperating Instructor Signature

\_\_\_\_\_  
Date

DACC Dual Credit Instructor Signature

Date

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**To be completed by Cooperating Instructor:** Please attach a short note describing how you completed the steps above as well as the reception of content above.