

Dual Enrollment Faculty Liaison Checklist

Collect and review course syllabus prior to the start of the semester:

- Instructor utilized NOVA's DE Syllabus template
- Course Objectives listed and are the same as on-campus course
- Content and text are in alignment with the on-campus course
- Syllabus reflects the course philosophy, pedagogy and delivery methods as that of the on-campus course
- Recommendations documented and sent to DE Instructor before the start of the course
- Date Approved: _____

Class observations should occur within the first semester the course is being taught each year so that if modifications are needed, they can be implemented in a timely manner. Please utilize Faculty Observation Form (105-095).

- Record impressions of student interest and involvement (comments offered by students)
- Date of Observation: _____

Review Assignments

- Ensure the assignments (papers, tests, quizzes) are similar to those of the on-campus course
- Record recommendations for moving forward
- Date Reviewed: _____

Review Grading Scale

- Ensure the grading scale reflects the rigor of the college course
- Record recommendations for moving forward
- Date Reviewed: _____

Review a Graded Assignment

- Ensure the assignment is graded appropriately when compared to the on-campus course
- Record recommendations for moving forward
- Date Reviewed: _____

Discipline-Specific Training

- Document description of the discipline-specific training that occurred
- Record recommendations for moving forward
- Date of Training: _____

This form (125-360) and the Faculty Observation Form (105-095) must be signed and placed in the DE Faculty File. If files are kept electronically, please ensure the forms are scanned into ImageNow.

DE Faculty Signature: _____ N OVA Liaison Signature: _____ Date: _____