



## Early College Dual Credit – Application & Syllabus Checklist

High School Name \_\_\_\_\_

High School COURSE Name \_\_\_\_\_

Length of Course (Yearlong/Semester/Trimester) \_\_\_\_\_

Number of Contact Hours \_\_\_\_\_ Lab Hours (if applicable) \_\_\_\_\_

GFU Course Name

Please leave blank if you are unsure \_\_\_\_\_

### Please ensure the syllabus includes the following components:

#### General Course Information

- ☐ High School Name and High School Course Title
- ☐ Academic Term  
*Example: Fall 2025-26 / Yearlong 2025-26 / Spring 2025-26*
- ☐ George Fox University Equivalent Course Title and Credit Hours  
*Example: This course qualifies for PHYS 150 – Physics of Everyday Life (4 college credit hours) through George Fox University, if students choose to register. Registration opens in the fall.*
- ☐ Instructor Full Name and Credentials  
*Example: Jane Doe, M.Ed*
- ☐ Instructor Email Address

#### Course Content and Structure

- ☐ Course Description
- ☐ Course Learning Outcomes/Objectives
- ☐ Required Textbook/Readings/Materials
- ☐ Course Requirements  
List and describe key learning activities such as: homework, projects, exams, labs, etc.
- ☐ Assessment and Grading Structure  
Clearly describe how student performance will be evaluated

***\*For science and literature courses, please review the additional requirements below.***

## Science Courses – Additional Requirements

- ☐ **Course Textbook and Laboratory Manual**  
Include citation: title, edition, publisher, and year
- ☐ **Supplemental Resources (if using various sources)**  
List as: “Various sources including...” and cite at least two or three examples
- ☐ **Detailed Course and Lab Schedule**  
Include specific topics and assignments. Avoid vague titles like “Lab #1” or “Inquiry Lab”
- ☐ **Lab Activity Criteria**  
Hands-on and conducted in a laboratory or field setting; provide student access to scientific instrument; include both quantitative and/or qualitative analysis; inquiry based

## Literature Courses – Additional Requirements

- ☐ **Complete Reading List**  
Include all assigned literary works (author, title, and edition/translation if applicable)
- ☐ **Estimated Reading Load**  
Provide total pages and/or chapters, with approximate weekly expectations
- ☐ **Representation of Literary Voices**  
Include a range of majority and minority voices within the literary tradition\*

*\* As you design your course for dual credit consideration, George Fox University asks that your selected texts reflect both the foundational works of the literary canon and a thoughtful inclusion of diverse minority voices that broaden and deepen that tradition. Including a range of perspectives across cultural, racial, and historical contexts helps students engage literature as an ongoing conversation and aligns your course with rigor and relevance at the university level.*



**Be Known.**

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