



Early College Instructor Intent Form

Name _____ Date of Birth _____

Address _____

Email _____ Phone _____

College/University Attended _____

Major/Degree Earned _____ Year _____

College/University Attended _____

Major/Degree Earned _____ Year _____

High School Information

High School _____

Dual Enrollment Discipline _____

High School Course Name _____

George Fox Course Name _____

High School Course Name _____

George Fox Course Name _____

GFU Early College new instructor onboarding:

- Early College instructors will be paired with a discipline-specific GFU Academic Liaison.
- New Early College Instructor Training is required. Topic covered in orientation/training will include:
 - Rigor required for the college level class
 - Course assessments and evaluation methods
 - Course grading and grade distribution
 - Course philosophy/departmental philosophy
 - Overall course alignment with departmental expectations

Instructor Signature

Date

George Fox University Early College Instructor Expectations

The responsibilities of the Early College instructor align with the National Alliance of Concurrent Enrollment Partnerships (NACEP) standards, which provide measurable criteria that address quality in concurrent enrollment programs.

Prior to start of semester

All new Early College instructors are required to participate in New Instructor Training set up by GFU Early College Office and discipline-specific liaison.

- Early College instructors ensure that course objectives or competencies match those required for the course as indicated on the GFU course syllabus. Additional objectives, competencies or other material may be included in the curriculum and may be appended to the syllabus.
- Provide a copy of the course syllabus to your GFU Academic Liaison at the start of the semester. In addition, provide all Early College students a GFU course syllabus at the beginning of each course. The syllabus will be based upon the college course outline and formatted according to GFU Course Syllabus Guidelines, and will parallel an on-campus syllabus in form and content.

Early in the semester

- Early College instructors participate in at least one discipline-specific professional development event per year and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.
- Coordinate with the GFU Academic Liaison to arrange site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.

End of the semester

- Early College Instructors enter final grades on or before the deadline.

Ongoing

- Alert the Early College office of any status changes.
- Collaborate with GFU Academic Liaison and adjunct instructor peers throughout the year.