



College NOW

High School Teacher Expectations

Thank you for articulating with us! We look forward to working with you and your students. To facilitate a fruitful partnership, here are some things we expect of the teachers articulating with us.

- Teacher approval requests are completed at least one term before the expected articulation. The request includes the Teacher Approval Form, a copy of your resume and a copy of your transcripts (unofficial is just fine.)
- Your COCC faculty mentor should initiate contact, but probably not until October. If you don't hear from them by the end of October, please let us know.
- College Now teachers will provide their students with a syllabus for the course. This syllabus should be reviewed with your mentor before the course begins and submitted to the College Now Office.
- You will work with the College Now Liaison to register students for classes. The liaison will visit your classroom several times during the term:
 - Near the beginning of the term to introduce students to college credit and pass out registration forms
 - To remind students of drop and withdrawal dates
 - To complete student evaluations
- When we email you student rosters, we ask you to take the time to review these documents. Make sure we spelled student names correctly and that students are enrolled in the right CRN, or section, of the course. **Make sure everyone who thinks they registered is actually listed.** We don't want any end-of-year surprises.
- If we have trouble with paperwork or payments, we may ask you to relay information to your students.
- Your mentor will complete a peer review every year or two years, depending on his or her preference. This is a great opportunity for collaboration.
- CTE instructors are expected to complete an Outcome Packet for each student. These are posted on our website at the beginning of the year, and are sent to you with the class rosters.
 - CTE packets require a student signature. You can have students sign the outcomes at the beginning of the term, when you go over the outcomes with them, or at the end when you review their grade.
 - Some CTE classes require samples of student work or activity scores. Please review your Outcomes packet to make sure you know what to expect.
- Grade rosters are sent after the Withdrawal date. Please follow the COCC department grading policy as provided by your mentor – there are no A+ or C- grades.
- Sign the grade roster and the outcomes checklists.
- In the spring, grades are due earlier than the end of your school year. We need to have time for our mentors to review them before they're posted.
- The Liaison is available to help you. She can teach your students how to access the library and their grades as well as offer information on credit transfer and COCC general information.