## Sample Orientation Agenda

Date

Time

Location

Please bring the following materials to the meeting:

* Draft course syllabi
* Course readings/texts
* Curriculum outline
* Assessment examples (assignments, papers, projects, etc.), drafts and ideas okay

Agenda

1. Course philosophy

* What are the program outcomes that guide the course?
* What is the primary focus of the course?

1. Course Curriculum

* Review how the general course curriculum will be aligned between the college and the high school. Add a list of common, general topics to the orientation report form.
* Discuss pedagogical approaches. Add a short summary of aligned pedagogical approaches to the report form.

1. Discussion of course syllabus and texts/readings

* Items that need to appear on both the college and the HS syllabi.
* Discuss proposed readings and texts. On the reporting form, document that the readings/texts have been discussed and approved as being the same as or equivalent to the readings/texts used in the college course.

1. Discussion of course outcomes and assessments

* Review the course outcomes for the course.
* Discuss possible assessments for each outcome (assignments, papers, exams, projects, etc.)
* Identify 1-2 assignments that will occur at both the college and high school. On the reporting form, briefly describe these assignments.
* Discuss grading and common grading rubrics (this may be added to the communication plan for future work).

1. Communication plan

* Identify the items upon which you feel you’ll need to collaborate upon as the course progresses. Add these to the report.
* Keep correspondence that happens as the course progresses.
* Planning for professional development.

1. Information

* Site visits – what to expect and how they overlap with the course pedagogy, philosophy, assessment, etc.
* If time permits, information on the registration process, submitting grades, etc. If there isn’t enough time, this can be accomplished via email.
* CHS Faculty Handbook and Policy Guide
* Student Resources on website.