

Completed

Course [Click here to enter text.](#)

College Collaborator [Click here to enter text.](#)

High School [Click here to enter text.](#)

High School Collaborator [Click here to enter text.](#)

Course Dates [Choose an item.](#)

Year [Choose an item.](#)

Due End of First Week

- College Highlighted Syllabus (e.g. MATH 1225 Zimmer RP-Hatch Syllabus-C F2022)
- HS Highlighted Syllabus (e.g. MATH 1225 Zimmer RP-Hatch Syllabus-HS F2022)
- Course Information Yellow** (College heading; Course Outline title, course description and goals)
- Grading Information Green** (Calculation process, grading scale and breakdown)
- Assessment Information Blue** (Assessed how? What's A-quality work? Your expectations?)

Due End of Second Week (C2C Facilitator)

- Orientation Completed and Final Class Lists/Handbooks Delivered
- Final Verification of Class Lists – College Collaborator & HS Collaborator

Due End of First Month

- College & HS Assessment sample(s) (tests, quizzes, assignments, rubrics, sample papers)
(e.g. MATH 1225 Zimmer RP-Hatch Assessment-Exam 1-C F2022 and
MATH 1225 Zimmer RP-Hatch Assessment-Exam 1-HS F2022)
- Statement of Equivalency (e.g. MATH 1225 Zimmer RP-Hatch Statement of Equivalency F2022)

Due Middle of Course

- Pre-Site Visit Form (HS Collaborator) (e.g. MATH 1225 Zimmer RP-Hatch Pre-Site Visit F2022)
- Site Visit Form (e.g. MATH 1225 Zimmer RP-Hatch Site Visit-HS F2022)

Due November 1

- Professional Development Plan/Progress Form
(e.g. MATH 1225 Zimmer RP-Hatch PDP-HS F2022)

Due Start of Last Month

- Survey link (Post D2L Link /Adjust Course End)
- Survey results (e.g. MATH 1225 Zimmer RP-Hatch Survey Results-HS F2022)

Due Start of Month after Class End

- Communication Log (e.g. MATH 1225 Zimmer RP-Hatch Comm Log F2022)
- Grades

Due Start of Next Academic Year

- Survey discussion
- Symposium reminder (Last Wednesday in April)