

# RUNNING START CHECKLIST FOR COLLEGE FACULTY PARTNERS

NAME \_\_\_\_\_

COURSE \_\_\_\_\_

HIGH SCHOOL \_\_\_\_\_

SEMESTER: FALL \_\_\_\_\_ SPRING \_\_\_\_\_ FULL YEAR \_\_\_\_\_

<u>Responsibility</u>	<u>Date Completed</u>	<u>College Faculty Partner Initials</u>
<b>1. Initial Contact with High School Faculty Partner</b> <i>(before beginning of semester for new course; within 3 weeks of beginning of semester for repeat course)</i>		
<b>2. Subsequent Contact #1</b> <i>(personal, e-mail, telephone, or teleconference)</i>		
<b>3. Classroom Visit and Completion of NHCTC Classroom Observation Form</b> <i>(may be counted as Contact #2)</i>		
<b>4. Review various evaluation forms, as indicated in #6 Faculty Partner Responsibilities</b>		

When form is completed at the conclusion of the course, please submit to Running Start Coordinator who will forward to the appropriate office for compensation. Forms should be submitted within 90 days of the completion of step 4 above to receive compensation. A copy of this form will also be forwarded to the VP of Academic Affairs.

5-25-04

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Rev. 7/23/04