

RUNNING START CHECKLIST FOR COLLEGE FACULTY PARTNERS

CCSNH Faculty Partner: _____

High School: _____ High School Faculty Partner: _____

College Course # & Name: _____

Semester (indicate year): _____ Fall _____ Spring _____ Full Year

The primary responsibility of the CCSNH Running Start faculty partner is to ensure that the course being delivered in the high school is the college’s course. Included in this responsibility is the oversight of the course design, teaching materials, methodology, and other dimensions for facilitating the adaptation of a campus-designed course to the high school setting. In addition, the college faculty partner will ensure that CCSNH departmental grading standards will be applied to the course and that the course will be taught over a time period not to exceed one academic year. In addition, the faculty partner is responsible for ensuring that the provisions of the MOU are enforced. To achieve these goals, the CCSNH faculty partner must, as a minimum, perform the following tasks:

Responsibility	Task	Date Completed	College Faculty Partner Signature
Contact #1	Review syllabus and other course materials prior to start of semester; verify that the high school has screened students for Jr/Sr status; verify that the high school has identified students with disabilities and refer to the college Disabilities Coordinator for possible accommodations (prior to the registration period).		
Contact #2	Subsequent contact to monitor course progress (in person, via e-mail, or telephone)		
Contact #3	Classroom visit and completion of CCSNH classroom observation form		
Contact #4	Review various evaluation forms, as indicated in #8 faculty partner responsibilities.		

At the conclusion of the course, please submit the completed form to the Running Start Coordinator who will forward to the appropriate office for compensation. Forms should be submitted within 2 weeks, no later than June 30, of the completion of step #4 above to receive compensation. A copy of this form will also be forwarded to the Vice President of Academic Affairs.