

## Annual Discipline-Specific Professional Development Evidence

M State concurrent enrollment instructors must participate in annual discipline-specific professional development and ongoing collegial interaction (per NACEP accreditation) to further enhance their pedagogy and breadth of knowledge in the discipline. If an instructor is not able to attend Concurrent Enrollment Day, professional development must be arranged with the faculty mentor. Please use this form to document required evidence for all professional development.

Mentor Name: \_\_\_\_\_ Discipline: \_\_\_\_\_ Date: \_\_\_\_\_

Delivery:  CE Day  One-on-one, Instructor Name: \_\_\_\_\_

**Summary of discussions, materials and/or activities. Attach agenda if applicable:**



## COURSE SYLLABUS CHECKLIST

### REQUIRED INFORMATION

- |  |  |
|--|--|
| <input type="checkbox"/> High School Information | <input type="checkbox"/> Course Competencies                           |
| <input type="checkbox"/> M State Information     | <input type="checkbox"/> Course Requirements and Grading Policy        |
| <input type="checkbox"/> Instructor Name         | <input type="checkbox"/> Course Requirements and Grading Policy        |
| <input type="checkbox"/> Course Prefix & Number  | <input type="checkbox"/> Accommodations for Students with Disabilities |
| <input type="checkbox"/> Semester & Year         | <input type="checkbox"/> Academic Honesty Expectations                 |
| <input type="checkbox"/> Course Description      |  |
| <input type="checkbox"/> Credits                 |  |

### RECOMMENDED INFORMATION

- Teacher Contact Information
- Office Hours
- Course Schedule and Assignments
- Required Textbooks and/or Materials
- Important Dates
- Technology
- Syllabus Disclaimer
- Disruption Free Classroom Environment Policy
- Other: \_\_\_\_\_