**New Concurrent Enrollment Teacher Orientation & Training**

**Distribute Folders**
**Welcome | Roll**

**WHY Concurrent Enrollment?**
- Introduce and show YouTube Video
- Share benefits to students, teachers, schools, and communities. Share quotations, CE Tri-fold, List of Benefits for Instructors:
  - Motivated Students
  - Annual Professional Development | Collaboration with University Departments.
  - Tuition Scholarships for Once Class per Semester
  - Access to University Library, Labs, and Tutoring
  - Faculty UVU ID Card/Discounted UTA Pass – Front Runner / All-Sport Pass
  - State Credit, Recertification Points, and CEU’s
- Introduce our philosophy and objectives.
- Share Creating an Authentic Classroom – Hands-on Ideas From Fellow Educators
  - Go over course syllabus – where to find, specifically what to do to prepare it for specific course, and then how to use and teach with it and from it. Separate from disclosure document.
  - Show the CE door sign and reiterate how this is the entrance to a college classroom.
  - Use collegiate language and expect collegiate behavior.
  - Use submission baskets labeled as college courses.
  - Post and share office hours. Teach students about office hours.
  - Consider transition assessment – assignments and testing

**HOW Concurrent Enrollment?**
- Know Your Site Coordinator – Pass out cards. Explain role of Site Coordinator.
- Show how to find UVID: Access to Canvas, check rolls, enter year-end grades.
- Show website – Go through the Instructor Tab. Show resources on website:
  - Registration Tutorial.
  - Sophomore Application.
  - CE Contact Page.
  - Department Contact Page.
- Discuss Enrollment Reports.
- Remind of events for support and training: Registration Kick-off, Professional Development Conference, Spring Luncheon, High School Visit from Department. We will follow-up this meeting with a phone call, and a personal visit if needed.

**Question & Answer**