Appendix G: Form 4 - STUDENT INFORMATION & SYLLABUS ALIGNMENT CHECKLIST
(DUE PRIOR TO COURSE START)

HTC Faculty Liaison: _____ High School: _____

HTC Program/Dept: _____ HS Teacher: _____

HTC Course #: *(e.g., CCIS 1100)*: _____ HS Course Title: _____

HTC Course Title: _____ HS Course Dates: _____

The **National Alliance of Concurrent Enrollment Partnerships (NACEP)** standards requires:

- Proficiency of learning outcomes is measured using comparable grading standards and assessment methods (**A1**)
- Use of the same departmental designation, course descriptions, number, titles, and credits (**C1**)
- CE courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college discipline (**C2**)
- Student be advised about benefits & implications of taking college courses, as well as the college's policies and expectation (**S3**)

Directions: *Use this checklist to document alignment and ensure required information is communicated to students. Submit with a syllabus copy from BOTH the college and high school courses.*

Syllabus & Policies Alignment Checklist		
REQUIRED COURSE COMPONENTS – *All must be present for compliance*	**HTC Syllabus**	**HS Syllabus**
High School (HS) Name & College Name with College Address		
Academic Semester, Year		
College Course Information: Title / Number / # of Credit Hours / Course Description / Course Learning Outcomes		
Course Textbook and/or other required materials		
Course required technology/software		
Instructor Information: Name, Phone, Email and which method of contact is preferred / Office location, Office hours / *HS syllabus must include both the HS Instructor Information and Faculty Liaison's Information. Please label college faculty information as "College Faculty Liaison."*		
Course Requirements & Grading Policies: Assessment types & weights, Class participation and/or attendance, Grading Scale / *HS assessments ought to be comparable, at college level & rigor, and similar weight on final grade as college course (see Appendix N)*		
Course Outline / Course Calendar with Assignment Due Dates		
Students Informed on Syllabus or 1ˢᵗ Day of Class: Benefits & Implications of taking a college course	FL Verifies	
REQUIRED LINKS to COLLEGE POLICY COMPONENTS	**High School Shared**	
Student Code of Conduct - https://hennepintech.edu/_documents/policy/pdfs/3-6POL.pdf		
Academic Integrity - https://hennepintech.edu/_documents/policy/pdfs/3HTC9POL.pdf		
Course Add/Drop/Withdraw - https://www.hennepintech.edu/current-students/registration/add-drop-withdraw-info.html		

REQUIRED LINKS to COLLEGE RESOURCES	High School Shared
Campus Resources & Services - https://www.hennepintech.edu/current-students/resources-and-services.html	
Tutoring Centers – https://www.hennepintech.edu/current-students/tutoring-centers/index.html	
Library Services – https://www.hennepintech.edu/current-students/library/index.html	
Student Computer Labs – https://www.hennepintech.edu/technology-services/computer-labs.html	
Counseling services, email and phone numbers – https://hennepintech.edu/current-students/counseling.html	
Academic Advising – https://hennepintech.edu/current-students/advising/advising.html	
Student Technology Support – https://hennepintech.edu/technology-services/index.html	
Student Rights & Responsibilities – https://hennepintech.edu/current-students/rights-responsibilities/index.html	

HTC strongly suggests a student classroom behavior statement to be included in the syllabi. *This would define the instructor's policy on talking during class, leaving the classroom during class, use of electronic equipment (e.g., laptop computers, cellphones, text-messaging devices) during class, and any other potentially disruptive behavior during classroom session. Any ramifications of violating this policy should be clearly stated.*

NOTES: In the space below, list each component(s) from above that are missing or do not align, and give rationale/justification for its acceptance or future compliance is required.

By signing and submitting this form, we have compared the high school & on-campus course syllabi/course welcome information and noted __at least 80%__ alignment in the areas as indicated above.

Faculty Liaison signature: _____ Date: _____

High School Instructor signature: _____ Date: _____

*This requirement is **NOT** *complete until the form and copies of both high school & college syllabi are submitted*