

JESSUP

UNIVERSITY

Dual Credit Application Checklist

1	COURSE APPLICATION	<input type="checkbox"/>
2	TEACHER CREDENTIALS	<input type="checkbox"/>
A	Teacher Resume (current), Include the following information: <ul style="list-style-type: none"> • Master's degree (minimum 18 credits of subject area taught) • Graduate credits in subject area • Bachelor's degree/subject area • Teaching experience in subject (or closely related subject) • Field experience in subject area (if applicable) 	<input type="checkbox"/>
B	Teacher Transcripts (please submit all official college transcripts) Professional development transcripts/documents (if available)	<input type="checkbox"/>
3	SYLLABUS – Must include following elements:	<input type="checkbox"/>
A	Instructor Contact Information on syllabus (email, office hours, etc.)	<input type="checkbox"/>
B	Course Prerequisites	<input type="checkbox"/>
C	Text and Resources	<input type="checkbox"/>
D	Course Description & Objectives	<input type="checkbox"/>
E	Student Learning Outcomes	<input type="checkbox"/>
F	Course Evaluation Criteria (percentages for assessments) & Assessment Details (tests, etc.)	<input type="checkbox"/>
	Course Content Details (broken into weeks with topics/subtopics taught, student activities and assessments listed topically, not problem sets or page numbers)	<input type="checkbox"/>
H	Class Rules/Protocol	<input type="checkbox"/>
4	ASSESSMENTS	<input type="checkbox"/>
A	Course Evaluation Criteria – Assignment samples and grading scale, e.g. 50% of grade – exams, 25% homework, 10% class participation, 10% quizzes and 5% attendance	<input type="checkbox"/>
B	ASSESSMENT MATERIALS which include a copy of the mid-term and final exam for each course, as well as, sample quizzes (2-3) or essays (2-3). Samples should not be copied out of a workbook/book, and should not include T/F, word bank or matching assessments. This information supports student learning outcomes as well as verifies meeting quality education standards for higher education.	<input type="checkbox"/>
C	Grading Rubrics (for specific assessments)	<input type="checkbox"/>