



College in the Schools Course Review

**Instructions: Follow course review procedure from handbook.
Attach reviewed syllabi and assessment examples.**

Return completed form to mentee and to Jenna Trenberth, CITS Coordinator.

Part A: Details

Date of Visit/Review: _____

High School Name: _____

High School Instructor Name: _____ LSC Faculty Mentor Name: _____

High School Course Name and Number: _____

LSC Course Name, Prefix, and Number: _____

High School text/program(s)/resources used: _____

LSC text/program(s)/resources used: _____

Part B: Alignment (check all that apply)

- LSC faculty mentor and HS teacher paired assignments and/or exams to grade norm or match to learning outcomes.
- LSC faculty mentor reviewed and approved syllabus and textbook used for the high school course.
- Potential LSC academic support resources specific to course content were discussed and exchanged.
- LSC faculty mentor provided tips, strategies, and suggestions for improvement.
- D2L professional development was discussed (content and topics suggestions, feedback, etc).
- Content of high school course reflects a level of academic rigor appropriate for college level coursework.
- Course syllabus meets current LSC learning outcomes and minimum course alignment requirements.
- Course assessments meet the LSC course's learning outcomes.

Part C: Course Review (for new courses, new mentors, or course changes)

Course Status: (check one) New Course Review New Mentor Review Course Alteration Review

- HS teacher received example syllabus, course outline, assignments and/or exams, and textbook ideas.
- LSC faculty mentor and HS teacher discussed overview of mentor/mentee relationship and expectations.

For course alterations, please explain the changes. For new courses, describe your process to ensure the CITS course assessments met LSC's learning outcomes. Also detail the information you provided the CITS teacher regarding the pedagogical, theoretical, and philosophical orientation of the on-campus course.

Part D: Approvals

To maintain standards set by LSC for the above named CITS course, to maintain the integrity of the CITS program, and to meet NACEP accreditation standards, the faculty mentor asserts that after review:

Approval: the LSC faculty mentor agrees the above course aligns with the LSC course.

Provisional approval: additional changes/meeting/discussion needed. Mentor will review course again next year.

Comments: _____

Denial: the LSC faculty mentor **does not agree** that the above course aligns with the LSC course.

Comments: _____

If a course review status is “provisional approval” or “denial,” mentors must contact Jenna Trenberth to discuss next steps.

This form completed and signed by _____.
(name)