

☐ **Completed**

**Course** [Click here to enter text.](#)

**High School** [Click here to enter text.](#)

**Course Dates** [Choose an item.](#)

**College Collaborator** [Click here to enter text.](#)

**High School Collaborator** [Click here to enter text.](#)

**Year** [Choose an item.](#)

## Due End of First Week

☐ College Highlighted Syllabus (e.g. MATH 1225 Zimmer RP-Hatch Syllabus-C F2022)

☐ HS Highlighted Syllabus (e.g. MATH 1225 Zimmer RP-Hatch Syllabus-HS F2022)

**Course Information Yellow** (College heading; Course Outline title, course description and goals)

**Grading Information Green** (Calculation process, grading scale and breakdown)

**Assessment Information Blue** (Assessed how? What's A-quality work? Your expectations?)

## Due End of Second Week (C2C Facilitator)

☐ Orientation Completed and Final Class Lists/Handbooks Delivered

☐ Final Verification of Class Lists – College Collaborator & HS Collaborator

## Due End of First Month

☐ College & HS Assessment sample(s) (tests, quizzes, assignments, rubrics, sample papers)  
(e.g. MATH 1225 Zimmer RP-Hatch Assessment-Exam 1-C F2022 and  
MATH 1225 Zimmer RP-Hatch Assessment-Exam 1-HS F2022)

☐ Statement of Equivalency (e.g. MATH 1225 Zimmer RP-Hatch Statement of Equivalency F2022)

## Due Middle of Course

☐ Pre-Site Visit Form (HS Collaborator) (e.g. MATH 1225 Zimmer RP-Hatch Pre-Site Visit F2022)

☐ Site Visit Form (e.g. MATH 1225 Zimmer RP-Hatch Site Visit-HS F2022)

## Due November 1

☐ Professional Development Plan/Progress Form  
(e.g. MATH 1225 Zimmer RP-Hatch PDP-HS F2022)

## Due Start of Last Month

☐ Survey link (Post D2L Link /Adjust Course End)

☐ Survey results (e.g. MATH 1225 Zimmer RP-Hatch Survey Results-HS F2022)

## Due Start of Month after Class End

☐ Communication Log (e.g. MATH 1225 Zimmer RP-Hatch Comm Log F2022)

☐ Grades

## Due Start of Next Academic Year

☐ Survey discussion

☐ Symposium reminder (Last Wednesday in April)