

Assessment Collection Form

Discover College (CEP) Instructor: _____

Course: _____

Semester/Year: _____

High School: _____

Course Number: _____

Please initial to the left of each document listed below to acknowledge its attachment:

To be collected from Discover College instructor (off-campus):

_____ Course Syllabus for current academic year

_____ One clean copy of three major assessments (ex: midterm, final, research paper, etc.)

_____ Three graded samples of each major assessment (please show a range of competency)

To be collected from Faculty Liaison (on-campus):

_____ Course Syllabus for current academic year

_____ One clean copy of three major assessments (ex: midterm, final, research paper, etc.)

_____ Three graded samples of each major assessment (please show a range of competency)

Please attach the site visit signed by Discover College instructor, Faculty Liaison, and Associate Dean.

Please return to Discover College Coordinator, Jessica Cecil, through inter-office mail or by delivering to her office in ATC 215. This should be done upon completion of all document collection listed above. Faculty Liaisons and CEP instructors are required to use the most updated forms (available:

http://owensboro.kctcs.edu/en/Academics/Discover_College/Concurrent_Enrollment.aspx) and any incomplete documentation will be returned to the Faculty Liaison to correct and resubmit within 10 days. If documentation is not resubmitted (and complete) to the Discover College Coordinator within 10 days, the Associate Dean will be notified and responsible to collect final documentation.