# **Checklist for Liaison**

## Prior to the beginning of the course:

* Formal PLC check-in: collaborate with the teacher to ensure alignment of the course with OCCC outcomes/standards.
* Discuss the syllabi with the teacher and once both agree, the teacher will submit the syllabi to the liaison. Review the syllabi for content area and make sure it utilizes the correct template.
* Submit the final syllabi to the dual credit coordinator.

## At the beginning of the course:

* Work with the teacher on registration issues.
* Work with the teacher to ensure that the attendance process has been completed.

##  Midway through the course:

* Check-in with the teacher regarding withdrawal deadlines for students.
* Schedule an observation with the teacher and complete the observation.
* Formal check-in for PLC: assessments.

##  At the end of the course:

* Remind the teacher to administer the end-of-course surveys.
* Work with the teacher to ensure that grades have been submitted. Some liaisons choose to enter the grades themselves.
* Formal check-in with PLC: review of the term and looking forward to next term.