SAMPLE WORK AND COURSE SYLLABI (GOOGLE DRIVE)

Student Work and Syllabi

Evidence
- Needs to be collected for each course
- Ensures that student work, learning objectives, and assessment strategies are **equivalent** to what is done here on campus

NACEP
- **Assessment 1 (CEP - A1)**
  - The college/university ensures concurrent enrollment **students' proficiency of learning outcomes** is **measured** using **comparable grading standards** and **assessment methods** to on campus sections.
- **Curriculum 2 (CEP - C2)**
  - The college/university ensures the concurrent enrollment courses **reflect the learning objectives**, and the **pedagogical**, **theoretical** and **philosophical orientation** of the respective college/university discipline.
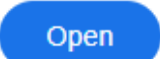
Google Drive
- Hopefully will expedite and simplify the process
- Each instructor will have a folder for **each course** they teach
  - This folder will be shared with them through our Google Account (trine.dual.enrollment)
    - If you need it reshared, just let us know through our Trine.edu emails
  - Each folder will have 2 sub-folders: one for student work samples (A-D) and the other for the syllabus
- Each liaison will then have access to all of their department's courses to pull and check content

Shared Google Drive Folders
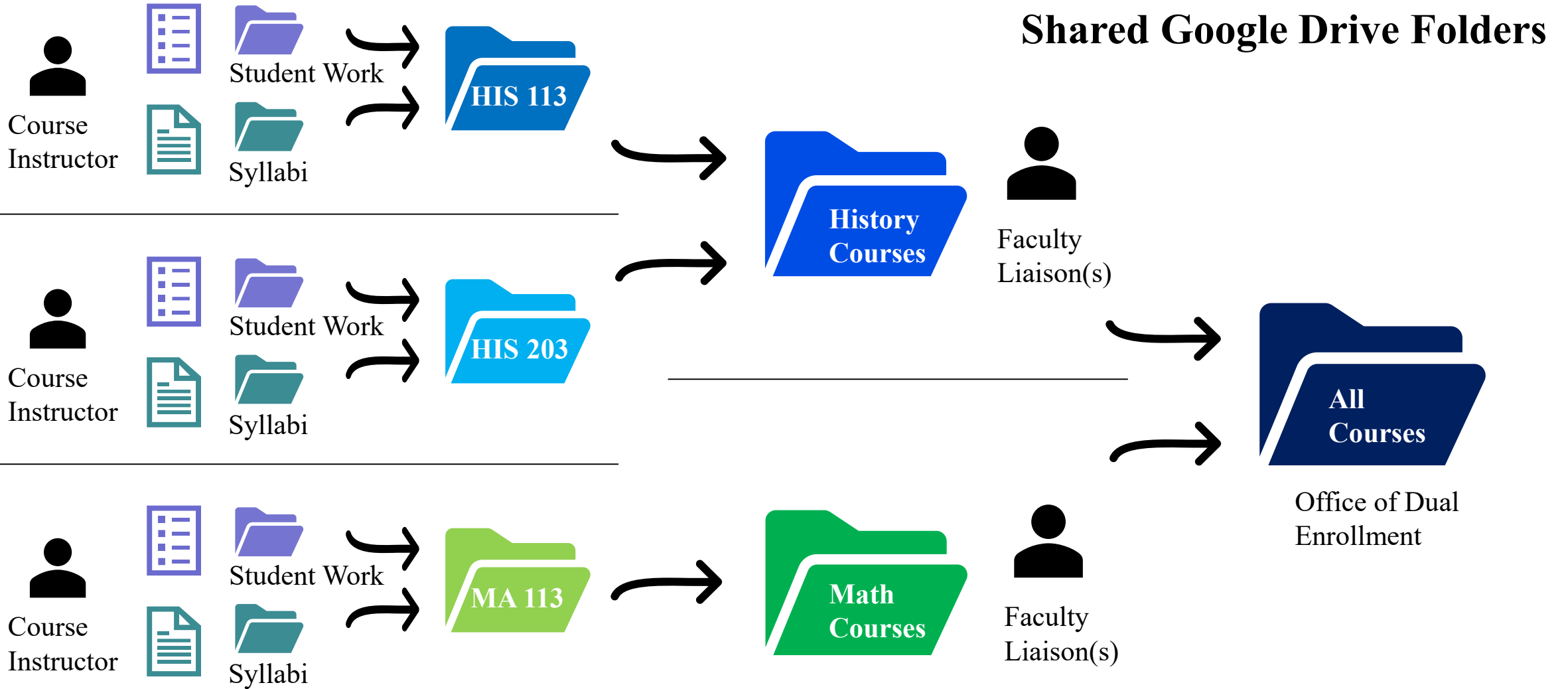
HOW TO USE THE SHARED DRIVE

How to Use the Shared Drive

## Shared Google Drive Email Invitation

- You will receive an email from our Trine DE account (trine.dual.enrollment@gmail.com)

  - It will notify you that you have access to a folder/course

  - **Do not lose or delete this email**

    - This email also is your link to the folders and sub-folders for your courses

    - All you have to do is click **Open**
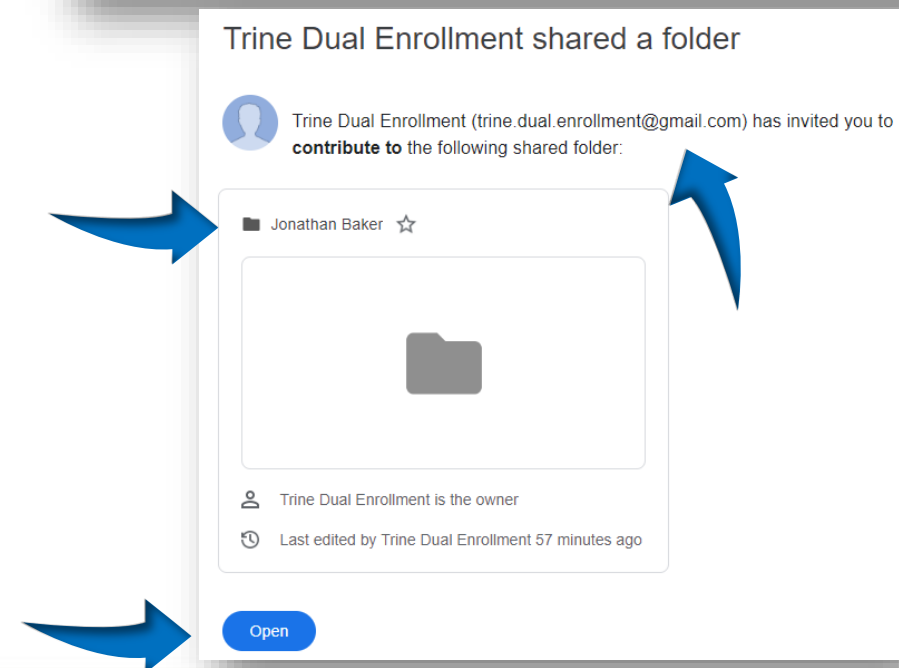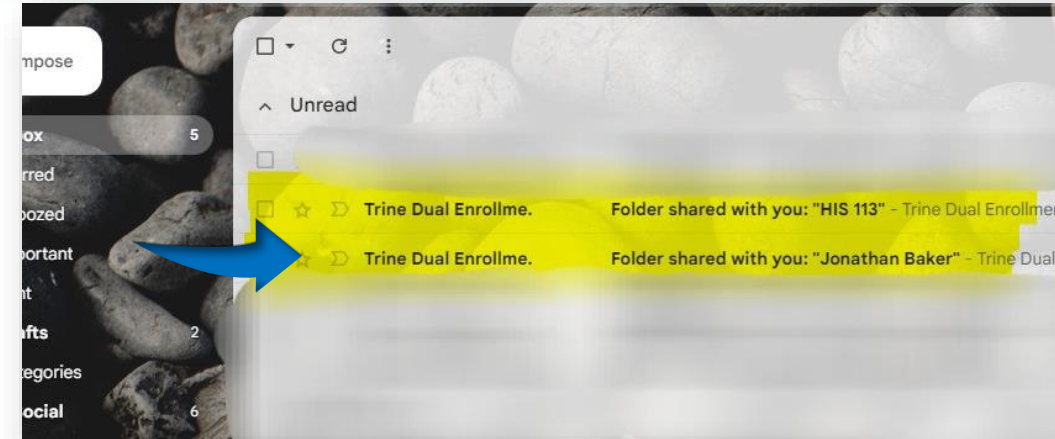
How to Use the Shared Drive
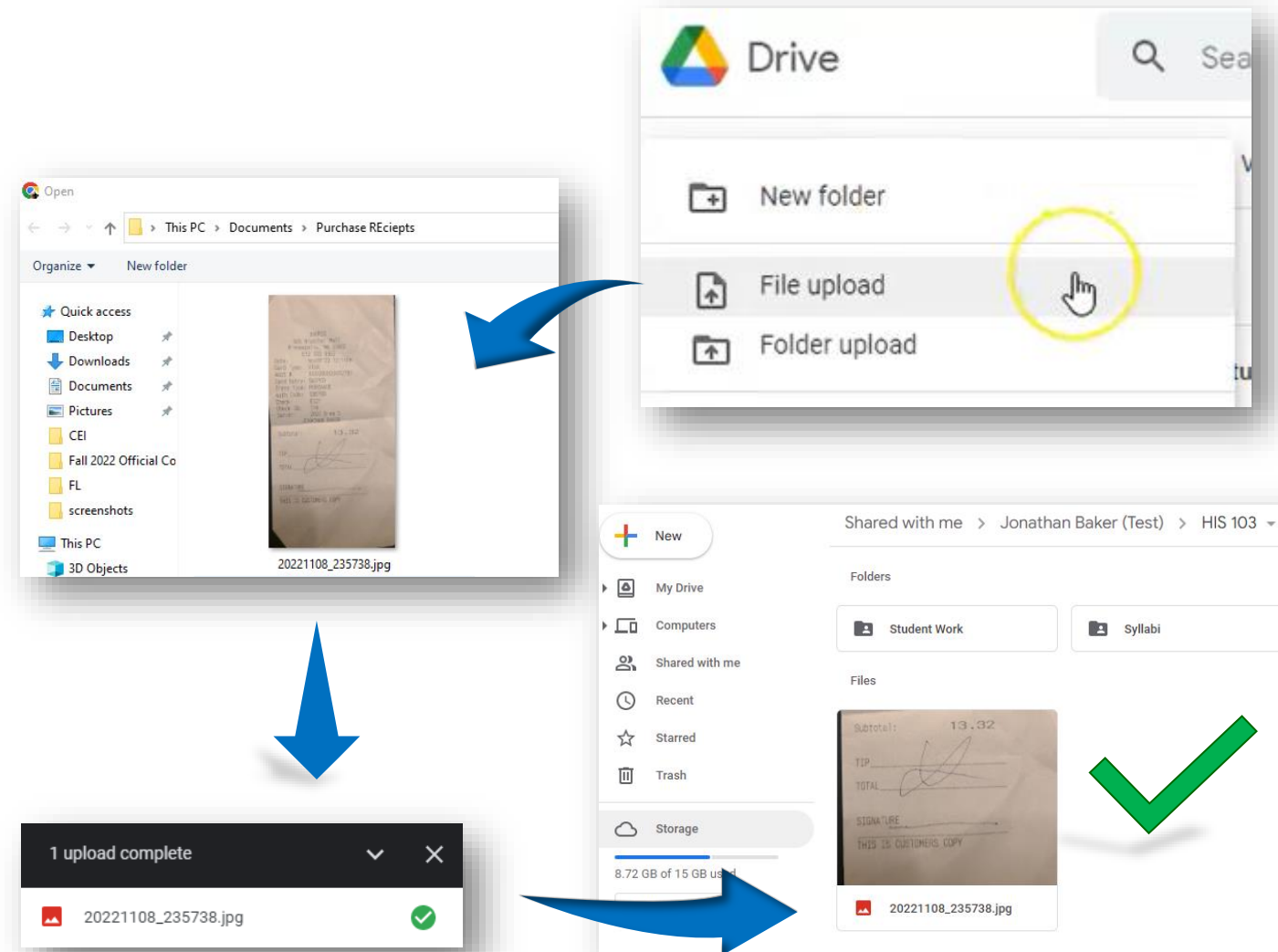

Accessing the Folder

- Once you access the folder you should see all of your courses and their sub-folders (Example: HIS 113)

  - You should also see **Syllabi** and **Student Work** in each course

  - Its recommended to save or bookmark the main folder someplace on your browser where you can easily access it in the future
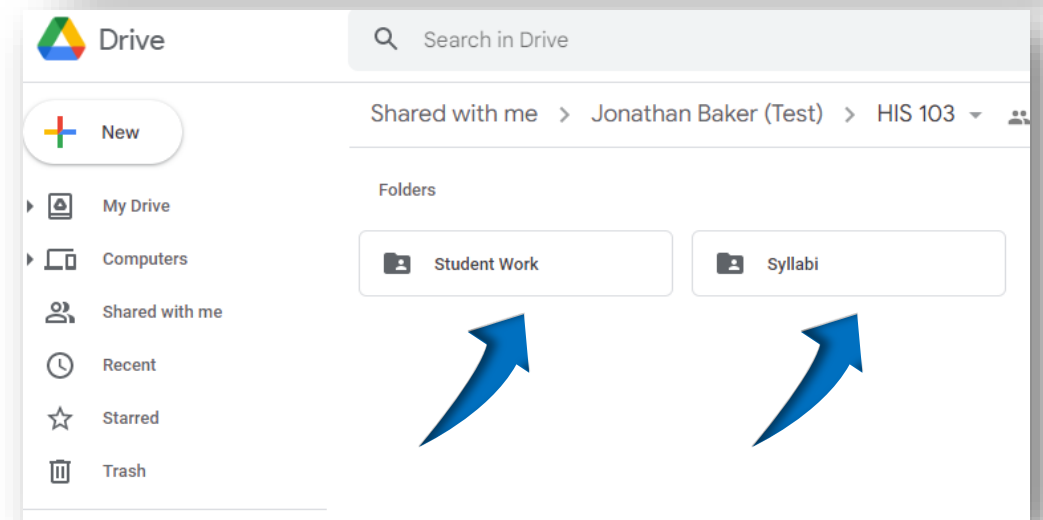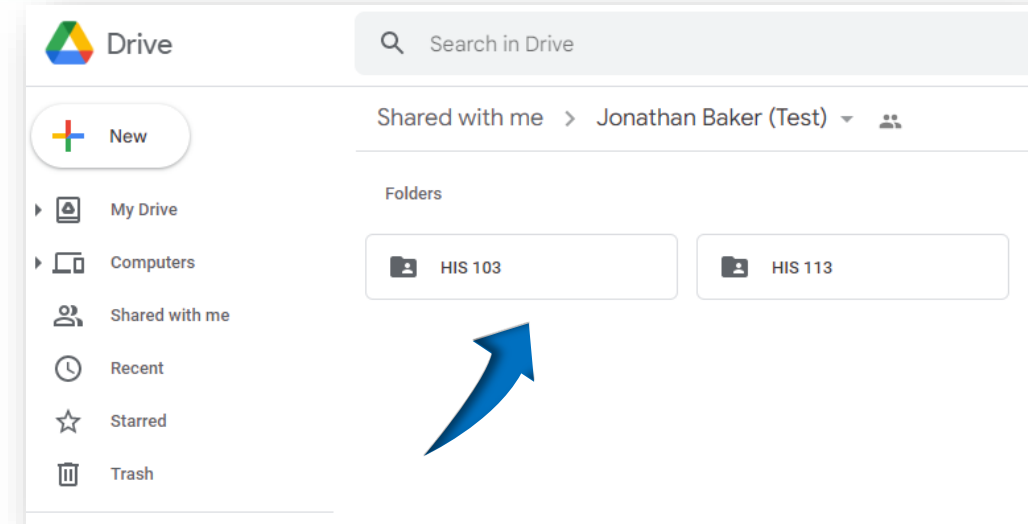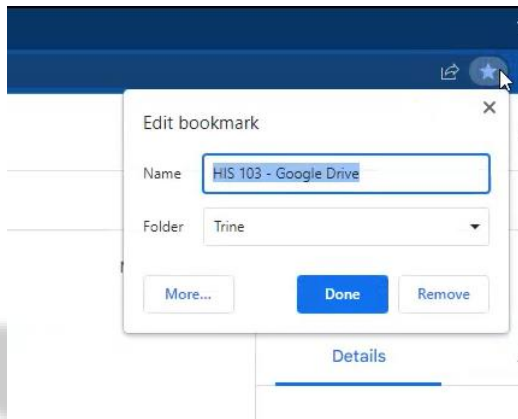
How to Use the Shared Drive

Uploading Content

- Once you are in the folder(s) it should be a simple process for uploading files and content

- Click on the plus sign on the left

- Select Upload File and pick the one you want to add

  - Once you select the file, it should upload automatically and saved in the folder

  - Anything you upload should be seen by yourself and your Liaison/Instructor