



BELLEVUE
COLLEGE

Discipline Specific Training

Mathematics

Video Recording of Discipline Specific Training

Please go to this [YouTube Video](#) for a walkthrough of the discipline specific training.

Agenda

- Introduction
- Bellevue College (BC) Syllabus Template
- The Annual Professional Development Day
- The Classroom Site Visit
- Questions?

Introduction

- Welcome to our College in the High School (CHS) program!
- We (Sandi Xhumari and Liangmin Zhou) are Faculty Coordinators for the CHS program at the Math Department of Bellevue College. We look forward to working with you in the coming years!

Be Sure to Use BC Syllabus Template!

- We will email you the template for your course, but you can also find it from [the website of Bellevue College in the High School](#).
- **You will need to submit your syllabus within the first month of teaching the course.**

Assessments

- All exams including midterm exams and the final exam must be taken in person.
- In-person proctored assessments including tests, exams, quizzes should count towards at least 65% of the overall course grade.
- Below are some examples of types of assessments and how much each type takes up:

Homework	15%
Three in-class Exams	60% (20% each)
Final Exam	25%

Homework	15%
Worksheets	15%
Quiz	20%
Cumulative Exams	25%
Final Exam	25%

Participation	3%
Online Homework	22%
Project	10%
Quiz	15%
Exam#1	15%
Exam#2	15%
Final Exam	20%

- If you use alternative grading schemes, be sure to explain how it works in your syllabus.

Grading policy with +/-

- You can find the current grading policy from this [link](#).
- Be sure to include +/- grades in the syllabus. Below are some examples:

Grading scale	
A	92.5% and up
A-	89.5-92.4%
B+	86.5-89.4%
B	82.5-86.4%
B-	79.5-82.4%
C+	76.5-79.4%
C	72.5-76.4%
C-	69.5-72.4%
D+	66.5-69.4%
D	59.5-66.4%
F	59.4% and below

Grading scale	%
A	[93,100]
A-	[90,93)
B+	[87,90)
B	[83,87)
B-	[80,83)
C+	[77,80)
C	[73,77)
C-	[70,73)
D+	[65,70)
D	[60,65)
F	[0,60)

Include Major Assessment Dates along with the Final exam date.

- List quiz/test/exam dates or any major assessment due dates in the syllabus, so students have a clear view of what to expect.
- It may be a good idea to mark this on a tentative course calendar.

Math Lab at BC

- The Math Lab is open on campus and online after the fall quarter starts.
- Location: N250.
- Please encourage your students to visit [Math Lab](#) to find how to access the online tutoring services and more information for each quarter.

Be Prepared to Attend the Professional Development Day

- The College in the High School (CHS) Office will organize an annual Professional Development Day in Fall quarter. It has a different theme every year and will give us some guidance on teaching CHS courses.
- The CHS Office will send out more information when we get closer to the day.

Be Prepared for the Classroom Site Visit

- We will reach out to you to schedule a classroom site visit in Winter or Spring quarters.
- We expect the classroom visit to be on a regular instructional day, instead of a quiz/test day.
- **Before the visit, please send us your syllabus and handout.**
- **After the visit, please send us two major assessments from this course. The assessments could be quizzes, tests, exams, or projects.**
- We will complete a **Classroom Site Visit Form** for your class, send it back to you to review and sign. After that, we will turn it in to our CHS Office.

Any Questions?

Don't hesitate to contact us if you have any questions!

[For Discipline Specific Questions]

- Sandi Xhumari: sandi.xhumari@bellevuecollege.edu
- Liangmin Zhou: liangmin.zhou@bellevuecollege.edu

[For More General Information]

- Susan Hampson: susan.hampson@bellevuecollege.edu