



Early College Dual Credit – Application & Syllabus Checklist

High School Name _____

High School COURSE Name _____

Length of Course (Yearlong/Semester/Trimester) _____

Number of Contact Hours _____ Lab Hours (if applicable) _____

GFU Course Name

Please leave blank if you are unsure _____

Please ensure the syllabus includes the following components:

General Course Information

- ☐ High School Name and High School Course Title
- ☐ Academic Term
Example: Fall 2025-26 / Yearlong 2025-26 / Spring 2025-26
- ☐ George Fox University Equivalent Course Title and Credit Hours
Example: This course qualifies for PHYS 150 – Physics of Everyday Life (4 college credit hours) through George Fox University, if students choose to register. Registration opens in the fall.
- ☐ Instructor Full Name and Credentials
Example: Jane Doe, M.Ed
- ☐ Instructor Email Address

Course Content and Structure

- ☐ Course Description
- ☐ Course Learning Outcomes/Objectives
- ☐ Required Textbook/Readings/Materials
- ☐ Course Requirements
List and describe key learning activities such as: homework, projects, exams, labs, etc.
- ☐ Assessment and Grading Structure
Clearly describe how student performance will be evaluated

Science Courses – Additional Requirements

- ☐ Laboratory Manual (if applicable)
Include citation: title, edition, publisher, and year

- ☐ Supplemental Resources (if using various sources)
List as: "Various sources including..." and cite at least two or three examples
- ☐ Detailed Course and Lab Schedule
Include specific topics and assignments. Avoid vague titles like "Lab #1" or "Inquiry Lab"
- ☐ Lab Activity Criteria
Hands-on and conducted in a laboratory or field setting; provide student access to scientific instrument; include both quantitative and/or qualitative analysis; inquiry based



Be Known.

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