

## GENERAL GUIDELINES FOR DUAL ENROLLMENT INSTRUCTORS

### AS OUTLINED IN THE DUAL ENROLLMENT CONTRACT BETWEEN VWCC AND THE SCHOOL DIVISION

#### INSTRUCTORS

- Must submit a Dual BIO Form when initially credentialed as a dual enrollment instructor so that an account in the college's computer system can be established
- Must review the guidelines for using the VWCC computer system and submit annually an updated *Security Access Request Form* (SARF). Failure to do so would prohibit use of the college's *Student Information System* (SIS) which is required to access class rosters and for grade entry.
- Must support the college policies/procedures for dual enrollment including:
  - Submitting an electronic copy of the course syllabus to the dual enrollment coordinator and the program head prior to the start of the dual enrollment class (refer to the dual enrollment course syllabus template found on the website)
  - Verify that class rosters are correct at the end of the enrollment, drop/add and withdrawal periods.
  - Print and sign a copy of the class roster at the end of the drop/add period and submit it to the college's dual enrollment coordinator. This will serve as verification of enrollment for the billing of tuition to the school division
  - When needed, complete appropriate forms including: *Incomplete Contracts, Grade Change Requests, Verification of Attendance* or others as needed
  - Enter grades at the end of each semester
  - Provide copies of "common assessments" or samples of student work when requested to serve as examples of the rigor and expectations of college level work for the course
  - Submit an electronic copy of the final assessment used for the dual enrollment class. All dual enrollment classes must have a final exam or equivalent project.
- Communicate with the designated VWCC faculty member (Program Head) in some forum (in person, e-mail or via telephone) at least twice a semester.
- Submit at the end of each year a faculty self-evaluation form and other VWCC required course documentation.
- Provide instruction and classroom time for students to complete the Student Evaluation Form of the instructor and class.

- Adhere to the program administration as outlined on the dual enrollment calendar.
- Provides and reviews with each dual enrollment student a list of resources available to the student through Virginia Western Community College. (This is most easily done through the student syllabus).
- Follows the course outlines prepared and approved by Virginia Western Community College. (For clarity, the VWCC course outline provides a list of topics that must be included within the timeframe of the course. These topics should be identified as learning objectives within the courses syllabus. The mapping and pacing of those items is at the discretion of the instructor.)
- Review the guidelines and procedures found on the Dual Enrollment Website for VWCC in the *Information For High Schools* link <http://www.virginiawestern.edu/dualenrollment/highschoolinfo.php>
- Notify the college dual enrollment coordinator prior to any extended absences or leaves

#### **INSTRUCTOR CHECK LIST**

- \_\_\_\_\_ Submitted the annual SARF (and BIODATA if a new teacher)
- \_\_\_\_\_ Submitted syllabus (electronically to the VWCC Dual Enrollment Coordinator and the Program Head)
- \_\_\_\_\_ Verified that the class roster is correct
- \_\_\_\_\_ Completed the Self-Assessment (electronic)
- \_\_\_\_\_ Had students complete the course evaluation form (on-line)
- \_\_\_\_\_ Submitted a copy of the final exam (electronically to the VWCC Dual Enrollment Coordinator and the Program Head)
- \_\_\_\_\_ If requested by the college, submitted samples of student work or common assessments