



## Dual Enrollment Course Facilitator Responsibilities



### 1. Initial communication

- a. There should be a discussion with your high school principal/district office about partnering with Southeastern
- b. The high school principal or district office should contact Southeastern regarding a partnership at [dualenrollment@southeastern.edu](mailto:dualenrollment@southeastern.edu).
- c. High school facilitators should contact the appropriate Instructor of Record at Southeastern to begin a dialogue regarding courses that could be potentially offered as dual enrollment.
- d. Once a decision is made, consult Southeastern's Dual Enrollment website for mandatory summer workshop dates and times [http://www.southeastern.edu/future\\_students/dual\\_enrollment/program/index.html](http://www.southeastern.edu/future_students/dual_enrollment/program/index.html).

### 2. Attend Southeastern's Facilitator workshops at the beginning and end of the summer

- a. Work with Southeastern's Instructor of Record to discuss the Southeastern syllabus and any unique high school course requirements that may be IN ADDITION TO the Southeastern syllabus.
- c. Discuss the assessments that will be used to make up the Southeastern grade. Additional assessments may be used for the high school grade but will NOT be used in the calculation of the Southeastern final grade.
- d. Determine pace of course—is your school on block or traditional schedule? Is course semester- or year-long?
- e. Become EXTREMELY familiar with how the Dual Enrollment program works at Southeastern
- f. If possible, pick up student textbooks while attending your workshop. If you cannot, work out a schedule with your instructor of record to have them delivered to your campus.
- g. There will be extensive coverage of Southeastern course content during the workshops. Be prepared to have "homework" that must be completed by the end of the summer.

### 3. Student registration

- a. Facilitators will work with the high school dual enrollment coordinator to make sure that student applications are filled out accurately and in a timely manner and that the appropriate signatures have been obtained.
- b. Many high school course facilitators are also the dual enrollment coordinator. In this case the facilitator/coordinator is responsible for entering student information into Southeastern's registration system and enrolling them in their courses.
- c. Course facilitators are to ensure that their roster of students is accurate and confirm the roster by Southeastern's 14<sup>th</sup> class day. (Some schools prefer to have the coordinator confirm the rosters).
- d. Should a student choose to drop or withdraw from a dual enrollment course, it is the course facilitator's responsibility to inform the dual enrollment coordinator at your school. **That is the ONLY person that can drop or withdraw students.**

### 4. High school course facilitator responsibilities at the beginning of the course

- a. Respond promptly to **any and all** of your emails. It is absolutely essential for the lines of communication between the course facilitator and the Southeastern instructor of record remain open continuously. Communication may also be in the form of telephone calls, classroom visits, Skype, etc.
- b. Ensure that students are given a Southeastern syllabus on the first day of class. The syllabus will clearly lay out the learning outcomes and expectations for the students.
- c. Ensure that the students complete the syllabus validation process through MoodleDE for each course for which they are enrolled as well as the "Online learning" validation.
- d. A course schedule and an exam schedule should be provided as well. It is also important to point out which assessments will be used for the Southeastern grade and which, if any, will be used for the high school grade.
- e. Ensure that all dual enrollment students have a w number (student identification number) and are able to log into MoodleDE or any supplementary programs such as MathXL, MyWritingLab, etc. Since these are hybrid courses, it is essential that students are able to log into these systems at the beginning of the semester.
- f. Students should be able to log into their Southeastern Gmail account. This is the official means of communication between the student and the Southeastern Instructor of Record.
- g. Each course facilitator will distribute textbooks and maintain a record of the textbook barcode and the student to which it is assigned. Textbooks not returned at the end of the year will be charged to the high school so it is essential to know who has which book.

### 5. Responsibilities during the course

- a. Stay in constant communication with your Southeastern instructor of record
- b. Ensure that all students are aware that they must check their Southeastern email account at least weekly. ALL communication

- between the Southeastern instructor of record and the student MUST be through the student's Southeastern email account.
- c. Maintain a separate gradebook from Southeastern. Only certain assessments will count towards the Southeastern final grade and those should be outlined in the course syllabus.
  - d. Ensure that students understand that their grades are posted in MoodleDE and that they can access them 24/7 at [moodlede.southeastern.edu](http://moodlede.southeastern.edu).
  - e. Make sure that assessments are sent to Southeastern or returned to your instructor of record in a timely manner. It is important to stay with the schedule worked out with the instructor of record. Should the schedule change, ensure the instructor of record is notified immediately.
  - f. Materials are to be used as outlined during summer workshops. It is essential that assignments that are in supplementary programs such as MathLX, Sapling, etc., are not modified in any manner. This material has been designed to specifically meet the learning outcomes of Southeastern's courses.
  - g. Budget and organize school time carefully (taking into account school activities and assessments) in such a way that students are given sufficient time to complete all course requirements. Should these requirements require computers, arrangements should be made ahead of time to have computers in the classroom or a computer lab reserved.
  - h. Inform the instructor of record of anything that you may notice hindering the students from meeting the learning outcomes.
  - i. Devote time in class to giving feedback to students in the form of practice assessments. This could be in the form of helping work problems on an online assessment system, or critiquing of essays or speeches as a group or individually, quizzes, etc.
  - j. All exams and timed writings must be proctored by a course facilitator that has been working with a Southeastern instructor of record. Proctoring by other high school faculty is not allowed.

**6. Any course facilitator absent from their class for more than one week needs to inform the Southeastern instructor of record!**

7. End of course responsibilities

- a. Ensure that each student is given the opportunity to complete the **Student Opinion of Teachers (SOT)** for the Southeastern instructor of record of each course for which they are enrolled. This evaluation instrument is available in MoodleDE.
- b. Ensure that final exam dates have been worked out with your instructor of record and that time is given for the instructor of record to have the exam graded before the Christmas break (fall-only courses).
- c. Course facilitators and dual enrollment coordinators should check the official grade rosters in LeoNet for accuracy as soon as they are available. Any inconsistencies should be reported immediately.
- d. **Please inform your students to check their Southeastern final grade in MoodleDE or LeoNet. Their final high school grade will not necessarily be their final Southeastern grade.**
- d. Since Southeastern assigns textbooks to the course facilitator, the course facilitator is responsible for collecting textbooks. The textbooks collected should be compared to the distribution list from the beginning of the semester. Textbooks not returned or returned damaged will be charged to the high school. Invoices will be sent after June 1.
- e. If you will not be facilitating the instruction of the course again, please ensure that all course materials are returned to Southeastern.