

FLOYDADA COLLEGIATE HIGH SCHOOL



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Dual Credit Facilitator Guide

The FCISD P-TECH/Dual Credit program strives to surround students by teams of educators who want to make a difference in the future career choices of students. A facilitator is responsible for supporting the teaching of an online course. The facilitator is highly beneficial to the student success of an online course. You are the personal contact, or the face, of that institution for dual credit students. The purpose of this guide is to outline expectations of you as the facilitator:

Week Before Class Begins:

- The first week is designed to make sure that students have systems in place to maximize the success and learning in this program. It is imperative that we introduce systems for: time management, organization, study skills, and self-motivation.
- Create a welcoming environment/ Build relationship with students
- Establish classroom rules and expectations
- Create a seating chart that creates best practices for learning
- Have students fill out contact information sheet (email/phone #s)
- Learn the basics of SPC blackboard
- Set up student planners with deadlines
- Make sure everyone has an SPC Calendar (maybe attach to front of planner)
- Get a Syllabus from students' coursework
- Discuss topics such as:
 - Coach students: high school vs college work ethic
 - No redo's / No late work
 - Deadlines
 - Communication by students to professors
 - Plagiarism
 - Draft coach
 - Having work approved by the facilitator
 - What to do when a student feels stuck?
 - Blackboard issues- how to address those
 - Importance of GPA

- Other education tools: google scholarly, Purdue Owl
- Turning in grade report sheets on Friday
- Assigning night school and contacting parents when work is not being done
- Create a google classroom and invite parents and please add me as a teacher to your classroom.

Daily Expectations of a Dual Credit Classroom:

- Submit daily attendance
- Establish and maintain positive classroom management (seating charts/ parameters for working together, etc.)
- Follow the guidelines set by the instructor
- View Blackboard to ensure that students are maintaining the correct pace in the course such as reading material, turning in daily work, responding to discussion boards, or pacing the course work (such as a research paper)
- Monitor student success or lack of success daily
- What are the deadlines for that week?
- Active monitoring is imperative to an online course success
- Have students print a grade report every Friday to turn into you.

Communication:

- Communicate with parents, Mrs. Emery, or Mrs. Morales as needed on students struggling/not performing
- The goal is to intercept/intervene
- To encourage less drop outs
- Communicate the positive as well as needs for support/improvement

When students are not completing work:

- Call parents

Enter grades by Monday morning 8:00, I will be viewing all grades on Monday.

Ensure students are aware of days we are not in school, but SPC is and work is due.

Set up a way to communicate with parents/students about deadlines. (REMIND, GROUP ME, Googleclassroom). Please include me on that as well.

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