# Dual Credit Instructor Playbook

## 2020-2021 Academic Year

# Important Dual Credit Due Dates | 2020-2021 School Year

## AUGUST '20

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   |   |   | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |   |   |   |   |   |

**12** TC & AS: Dual Credit Instructor Summit

**31** TC: Course Section Info

## SEPTEMBER '20

| S | M | T | W | Th | F | S |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |   |   |   |

**15** TC: Course Syllabus

## OCTOBER '20

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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**1** TC: Student Registration
TC: Course Roster Enrollment Verification
TC: Student Common Course Assessment (Pre)

## NOVEMBER '20

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| 29 | 30 |   |   |   |   |   |

**15** TC: Course Roster Withdrawal Verification

## DECEMBER '20

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| 27 | 28 | 29 | 30 | 31 |   |   |

**1** TC: Student Course Change (Withdraw) Forms

**15** TC: Instructor Course Assessment

## JANUARY '21

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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |   |   |   |   |   |   |

**6** TC: Student SPOT Surveys
TC: Student Common Course Assessment (Post)

## FEBRUARY '21

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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |   |   |   |   |   |   |

**10** TC: Course Grades
AS: Recommendation Forms

**15** TC: Student Registration
TC: Course Roster Enrollment Verification
TC: Student Common Course Assessment (Pre)

## MARCH '21

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| 28 | 29 | 30 | 31 |   |   |   |

## APRIL '21

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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |   |

**15** TC: Course Roster Withdrawal Verification

## MAY '21

| S | M | T | W | Th | F | S |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |   |   |   |   |   |

**1** TC: Student Course Change (Withdraw) Forms

**15** TC: Student SPOT Surveys
TC: Instructor Course Assessment
TC: Student Common Course Assessment (Post)

## JUNE '21

| S | M | T | W | Th | F | S |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |   |   |   |

**20** TC: Course Grades
AS: Recommendation Forms

## JULY '21

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

NOTE: If due date falls on a holiday or weekend, item will be due the preceding business day.

# Dual Credit Task Descriptions and Timelines for Completion

What:   **Attend Dual Credit Instructor Summit**
Who:   Transcripted Credit, Advanced Standing Instructors, and SWTC Faculty Course Mentors
When:  **August 12, 2020**
How:   Zoom meeting link
Why:   Receive updates related to dual credit procedures and work time with SWTC faculty course mentor

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What:   **Submit course section information**
Who:   Transcripted Credit Instructors
When:  **August 31, 2020**
How:   https://app.smartsheet.com/b/form/d134d9c7ab2245d289e2e5c481bc9fa4
Why:   Information is needed to set up course sections in SWTC CAMS system to allow students to register for transcripted credit

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What:   **Submit course syllabus**
Who:   Transcripted Credit Instructors
When:  **September 15, 2020**
How:   SWTC Schoology → Transcripted Credit Instructor Schoology 101 Group → Resources folder in left margin → Syllabus and Additional Course Resources folder → Select Appropriate Course Name folder → Syllabus folder → Download syllabus, edit, and save to your computer → Resources folder in left margin → Submit Course Syllabus Here Dropbox link → Choose file from your computer → Upload
Why:   Transcripted courses are required to use standard SWTC syllabus template and course competencies to show consistency in course delivery

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What:   **Register Students**
Who:   Transcripted Credit Instructors
When:  No later than **October 1, 2020** for fall semester only and full year courses
        No later than **February 15, 2021** for spring semester only courses
How:   SWTC Continuing Education Portal at https://portal.swtc.edu/CE/
        Detailed directions are in SWTC Schoology → Transcripted Credit Instructor Schoology 101 Group → Resources folder in left margin → Course Registration Directions
Why:   Students will need to register for SWTC course credit to receive college credit in addition to high school credit for course

What: **Check Course Roster**
Who: Transcripted Credit Instructors
When: **October 1, 2020** for fall semester only and full year courses to verify enrollments
**November 15, 2020** for fall semester only and full year courses for students to withdraw
**February 15, 2021** for spring semester only courses to verify enrollments
**April 15, 2021** for spring semester only courses for students to withdraw
How: SWTC Schoology Course
Detailed instructions are in SWTC Schoology → Transcripted Credit Instructor Schoology 101 Group → Resources folder in left margin → Roster Verification
Why: Ensure all students who want to register for SWTC credit are registered and to check for any students who have dropped course and need to complete Course Change Form to withdraw from the course for SWTC credit

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What: **Administer Student Common Course Assessment (Pre)**
Who: Transcripted Credit Instructors
When: After students are registered for course; no later than **October 1, 2020** for fall semester only and full year courses
No later than **February 15, 2021** for spring semester only courses
How: Assessment is completed in SWTC Schoology course; instructor will need to load assessment into SWTC Schoology course and each student will need to create mySWTC account and log into SWTC Schoology course to complete assessment
Why: Determine baseline knowledge of students to show competency growth/achievement for post assessment

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What: **Submit Course Change Form for students withdrawing**
Who: Transcripted Credit Instructors
When: Approximate date of **December 1, 2020** for fall semester only courses
Approximate date of **May 1, 2021** for spring semester only and full-year courses
How: Email Course Change Form to [records@swtc.edu](mailto:records@swtc.edu).  Form is located in SWTC Schoology → Transcripted Credit Instructor Schoology 101 Group → Resources folder in left margin → Roster Verification
Why: Students who are failing or earning a D, or who have dropped the course locally, or who have moved from district to be withdrawn from the college credit

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What:   **Complete Instructor Course Assessment**
Who:    Transcripted Credit Instructors
When:  **December 15, 2020** for fall semester only courses
         **May 15, 2021** for spring semester only and full-year courses
How:    Assessment is completed in Charger Hub:
         https://swtc0.sharepoint.com/sites/hub/intranet/assessment/Lists/Transcripted%20Credit%20Assessment/Instructor%20View.aspx. Detailed directions may be found in SWTC Schoology → Transcripted Credit Instructor Schoology 101 Group → Resources folder in left margin → Instructor Course Assessment
Why:    Demonstrate continuous improvement of courses

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What:   **Administer Student SPOT Surveys**
Who:    Transcripted Credit Instructors
When:  No later than two weeks before course end date or approximately **January 6, 2021** for fall semester only courses or **May 15, 2021** for spring semester only and full year courses
How:    Survey link will be sent by email from SWTC to transcripted credit instructors; survey should be administered by someone other than instructor
Why:    Obtain student perception of course instruction

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What:   **Administer Student Common Course Assessment (Post)**
Who:    Transcripted Credit Instructors
When:  Within two weeks of course end date or approximately **January 6, 2021** for fall semester only courses or **May 15, 2021** for spring semester only and full year courses
How:    In SWTC Schoology course; instructor will need to load assessment into Schoology and students will need to log into mySWTC and SWTC Schoology course to complete assessment
Why:    Show competency growth/achievement of students and determine areas of common deficiency for improved instruction

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What:   **Submit Student Final Course Grades**
Who:    Transcripted Credit Instructors
When:  Within 10 days of the high school semester/year ending, or no later than **February 10, 2021** for fall semester only courses or **June 20, 2021** for spring semester only and full year courses
How:    SWTC Schoology with final step in CAMS.  Detailed instructions are in SWTC Schoology → Transcripted Credit Instructor Schoology 101 Group → Resources folder in left margin → Grading
Why:    Final course grades are recorded to each student's SWTC record

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What: **Submit Student Recommendations for Advanced Standing**

Who:   Advanced Standing Instructors

When:  Within 10 days of the high school semester/year ending, or no later than **February 10, 2021** for fall semester only courses or **June 20, 2021** for spring semester only and full year courses

How:   https://app.smartsheet.com/b/form/9dccc68cd6064f8c902ac0a994dff978

Why:   Students earning B or better may receive advanced standing for course upon enrollment in a program at SWTC within 27 months of high school graduation