

# Grayson College

## Early College High School / Dual Credit

### Faculty Expectations

2018-2019

#### Statement on Course Rigor

All faculty should teach classes with the same level of rigor as you would expect from any other group of students.

#### Communication

1. When teaching at a High School, all faculty should have regular communication with counselors or administration at the high school on a weekly basis. Faculty should stop by the counselor's office for 5-10 minutes per week and give updates on the class, and make them aware of any issues related to progress, attendance or discipline. If you have dual credit students attending your main campus class, send reports to counselors via email at least every other week about any students who are falling behind or struggling in your class.
2. If you feel that it is necessary to have a one-on-one counseling session with a student, please try to schedule this in advance in order to have the high school counselor or principal present.
3. Encourage counselors or principal to perform walkthroughs of your class at any time. It is not expected that you will stop what you are doing to acknowledge the counselor or principal when they enter the room. Walkthroughs generally last for 5 minutes or less.
4. Department Chairs should communicate at least once a month with high school counselors via phone call or email. A simple email to counselors, indicating that you are available for consultation or assistance would be sufficient.

#### Attendance

1. Class attendance should be taken on a daily basis using the **Attendance/Roll Call** tool in Canvas.
2. If any student misses **2** consecutive days of class, this should be reported to the high school counselor and a note should be made in the Canvas Gradebook. For dual credit students attending the main campus, this can be done via an email to the school counselor. In the Gradebook, next to the **Export** button on the upper right, click the dropdown menu and choose **Show Notes Column**. The column appears and you can add notes about specific students.

#### Grade Reporting

1. All forms of assessment should be graded and entered into the gradebook in Canvas within 7 days of the posted due date.
2. In addition to reporting midterm grades, all faculty shall pass out a hard copy of a progress report to each student during week **4** and week **12** of a 16 week semester. For an 8 week class, this report should be handed out at the end of week **2** and week **6**. Please see **ECHS/Dual Credit Progress Report Form**.

### **Student Accountability**

1. All faculty are encouraged to have ECHS/Dual Credit students sign a syllabus acknowledgement form by the third class meeting of each semester or submit a statement in **Canvas** acknowledging that they understand all rules, policies, grading methods and expectations of the course. This can be accomplished by creating a simple written assignment in Canvas during the first week of the semester that requires students to submit a one or two sentence statement. (See example).

**Grayson College**  
**Early College High School / Dual Credit**  
**Student Progress Report Form**  
**2015-2016**  
**Week 4 8**

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Faculty Name:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**This is your current average in the course:** \_\_\_\_\_

**Comments:**

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**Faculty Signature**

**Grayson College**  
**Early College High School / Dual Credit**  
**Student Progress Report Form**  
**2015-2016**

**Student Name:** \_\_\_\_\_

**Faculty Name:** \_\_\_\_\_

**Course:** \_\_\_\_\_

*I acknowledge that I have received the syllabus for this course and that I have had a chance to ask questions about the content of the syllabus, including all rules, policies, grading methods and expectations of the course.*

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

