

## DUAL CREDIT FACULTY RESOURCE HANDBOOK *2017-18*

### MESSAGE FROM THE MANAGER OF SCHOOL COLLEGE PARTNERSHIPS

Welcome to the Dual Credit Program at Georgian College. You are now part of a unique opportunity to change lives through the delivery of college courses to secondary students. Dual Credits can connect young people who may be disengaged with their education to a world of possibility through the adult learning environment at college.

Dual Credits are funded by the School College Work Initiative, a provincial project. We work with five school boards to make up the Central Lakes Regional Planning Team, a partnership that plans and proposes projects worth \$2 million in 2016-17.

Faculty, along with their secondary teacher counterparts, play a key role in the success of Dual Credits. This handbook is designed to help you negotiate the logistics of the program so they don't get in the way of your classroom delivery.

Please take some time to review this information, keeping it handy for reference, and noting the [suggestions](#), [deadlines](#) and [helpful links](#). My staff and I always welcome questions via email or in person in F119 on the Barrie campus. I wish you a successful semester. Looking forward to working with you!

*Michelle*

Michelle Rao  
Manager, School College Partnerships, Georgian College  
Chair, Central Lakes Regional Planning Team

## College Staff connected to Dual Credit

**Manager, School College Partnerships—responsible for the overall delivery of dual credits at all Georgian campuses**

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## GETTING STARTED

### Key Dates

**Courses start: Week of February 12**

**Courses end: Week of May 22—no classes March Break**

**Final grades into Banner by May 30**

#### Email & Computer Access:

- All faculty are given a Georgian email
- Please use this email address in communication with college staff and students. You can forward mail from this account to a personal email if you wish.
  - HR, Payroll etc. only have access to your Georgian account
- This account is active after your teaching contract has been signed and processed by HR.
- New to the college? You will be forwarded log information as soon as it's provided to the manager, likely within a week of your contract being processed.
  - Login troubles? Contact the IT Help Desk – 705-728-1968x1732.

#### Blackboard:

- Georgian's online learning tool, allowing student and faculty communication. Please set up your site.
- Log in via the college website: <https://gc.blackboard.com/webapps/login/>
- If you are new to the college, your log in will be provided once your contract is processed by HR.
- Lots of tips available here: <http://www.georgiancollege.ca/academics/centre-for-teaching-learning/classroom-technologies/blackboard-support-tab/>
- Dual credit students have access to Blackboard and we encourage you to encourage them to use the site as part of their college experience. It is useful to book a computer lab to allow students to log in together. **Suggestion**—tie a small assignment to accessing Blackboard.
- You will be part of the Blackboard organization called Dual Credit Faculty. This is an open forum allowing you to correspond with other faculty teaching dual credits.

#### Assignment and Evaluation:

- Your normal college/departmental policy applies to dual credit students.
- Part of the college experience is the reality of deadlines. 0% can be assigned if a deadline is missed.
- **Suggestion:** assign a low stakes (2-5%) project first to dual credit students so that those who miss the deadline still have ample marks to attain.
- We do not provide mid-term marks though secondary dual credit teachers will complete comments on their report cards.

#### Course Outlines and Syllabus:

- [Submit your syllabus via email to Michelle Rao by Friday February 23.](#)
- [Provide a course outline to your students either in hard copy or electronically within the first 2 weeks of class.](#) This is our contract with students. Take time to review with your class.
- We encourage guest speakers and field trips for dual credits. Talk to Michelle Rao about costs and thank you gifts.

#### Payroll:

- You will receive a contract letter from Kayla Elliott. Please sign and return it immediately. Without a signed contract, you cannot be paid.
- If you are new to the college, Kayla will also require you to complete banking information for your pay deposit.
- Georgian paydays are alternate Fridays. Part time faculty are paid two weeks in arrears; you will have been teaching 4 weeks before you are paid.
- Staff are required to complete online **mandatory training** such as WHMIS and AODA. You will receive notification via your Georgian email.

### LOGISTICS

#### Class Rosters:

- Kayla Elliott will supply these to you as they become available.
- Do not panic—dual credit registration is always last minute.
- Students are able to withdraw up until the start of the third class through their dual credit teacher.
- Please be prepared for fluctuation in your numbers.

#### Textbooks/Student Supplies:

- An instructor copy will be provided if you do not have the text. Ask Kayla Elliott.
- Dual credit students are given a textbook, along with a padfolio/binder and pen. We have a limited number of USB sticks available as well.
- Supplies and texts will be delivered to your class on day 1 or you will receive an email about where to pick up your resources.

#### Photocopying:

- We encourage the use of electronic materials through Blackboard.
- College policy states that any project over 50 pages should be copied at the on campus print shop. This is much more cost effective.
  - Kayla or Michelle can provide an account number and information on sending a print job to Grenville.
- We encourage you to plan ahead and send large photocopy jobs to the print shop. They can be returned to any campus via interoffice mail.
- In Barrie, small jobs can be copied in the School College Partnerships office, F119.
- On other campuses, let us know if you are having trouble accessing a photocopier.

#### Mailbox / Office Space:

- Student assignments should be handed to you in class. School College Partnership does not provide assignment drop off boxes nor do staff accept assignments on your behalf.
- A mailbox for internal mail may be provided by your “home” academic area. Otherwise, direct your mail to F119 and arrange to pick it up.
- If you do not have office space in your “home” academic area, please speak to Michelle Rao.

#### Office Supplies:

- If you require materials such as flip chart paper or markers for your class, please email Michelle Rao.
- School College Partnerships does not have an on demand supply of resources.

#### Faculty Absence:

- If you are suddenly unable to teach your class, please notify Michelle Rao, your secondary dual credit teacher and your students via Blackboard.

#### Student Cards/Library Cards:

- Because there are 1000+ students in dual credit each year, we provide student cards only to those in the School within a College (SWAC) programs.
- If you require access to library databases, it is best that students have a library ID card. With prior notice through Michelle Rao, that can be arranged.

#### Print Credits:

- Any student registering for the first time at Georgian is given \$8 or 80 pages worth of print credits.
- These credits are to be used for dual credits only not for any secondary school work.
- This is one time only meaning students who have taken more than one dual credit may run out of print credits.
- We encourage you to use email/cloud technology for assignment submission to reduce the reliance on print credits. We can provide USB sticks.

#### Dual Credit Forms:

- Two forms will need to be completed by dual credit students during class time.
  - Freedom of Information forms during third or fourth week of class
  - Exit Surveys during second last week of class
- All forms are the responsibility of the dual credit secondary teacher

#### Travel or class related expenses:

- With the permission of the manager, some faculty may file travel claims for dual credits. Others may incur classroom expenses.
- All travel and expense claims are now online through People Soft Financial on the college intranet.
- For step by step instructions go to [www.centrallakes.ca](http://www.centrallakes.ca)

## RESOURCES

### Centre for Teaching and Learning:

- An amazing resource for faculty for academic professional development! Check out their webpage at <https://www.georgiancollege.ca/ctlae/>
- DC Faculty are eligible to take Professional Development. Of special interest—Part Time Faculty Workshop Series

### Central Lakes Regional Planning Team website:

- [www.centrallakes.ca](http://www.centrallakes.ca) includes a variety of dual credit resources
- **Suggestion—use our Dual Credit Tool Kit**
  - Provides a wealth of resources developed by dual credit faculty and teachers to answer the most common challenges faced by students
  - Short PowerPoint presentations ready to use; student handouts ready to copy

### Academic Policies and Procedures:

- Follow this link to review the College's academic policies:  
<http://www.georgiancollege.ca/admissions/policies-procedures>
- Please review and refer to these policies with your students.

### Student Support Services:

- Dual credit students are eligible to receive the following supports:
  - Centre for Access & Learning Services
  - Counseling
  - Testing Services
  - Academic Success/Learning Strategists
  - <http://www.georgiancollege.ca/student-services/>

### Campus Services you may need:

- Media Services, AV equipment and support x 5140
- Security/ First Aid x 5100
- If a classroom is locked—Security, x 5100
- Bookings outside of your normal classroom: x1742

### Important to note:

- Georgian College practices **lockdown procedures and fire drills** each semester. You will be notified via your Georgian email account. Please take the time to review the procedures with your students and include them in your syllabus.
- The college has set **classroom etiquette** policies, including vacating your classroom at 10 minutes before the hour. More information at:  
<http://my.georgiancollege.ca/Forms/academicformsintern/Classroom%20Etiquette.pdf>
- Most Georgian College campuses have **paid parking**. All faculty are required to pay for their own parking.
- To find campus maps, start here: <http://www.georgiancollege.ca/about-georgian/campuses/>