Career Education Dual Enrollment Expectations

Faculty
☐ New Dual Enrollment (DE) instructors will be expected to complete the adjunct teacher approval process of the partnering college institution. Adjunct approval should be completed at least one semester prior to the course start date to enable partner institutions to have course information in proper order.
☐ Returning DE instructors will confirm dual enrollment teaching assignment (course), adjunct approval, and curriculum alignment with OPS Secondary Partnerships Supervisor.
☐ Prepare lessons using the Gradual Release of Instruction.
☐ Create a classroom culture, through daily teaching, where students are supported, confident, and prepared to successfully earn college credit.
☐ Submit Dual Enrollment stipend/extra duty form to Secondary Partnerships Supervisor each semester.

Curriculum
☐ Ensure dual enrollment course reflects college/university catalogued courses with the same learning objectives and rigor.
☐ Complete a college-accepted course syllabus and:
  1) distribute to students during the first week of class
  2) post to your school teacher web site by end of the first week of school;
  3) send a copy of your syllabus to the district Secondary Partnerships Supervisor

Partnership
☐ Include (cc:) district Secondary Partnerships Supervisor on email communications with the partner institutions.
☐ Take advantage of partner institution resources (i.e. faculty liaisons or professional development).
☐ Access and get familiar with postsecondary institution’s website (MCC, UNO, or other institution) and the communication/dashboard system.
☐ Bi-weekly check postsecondary websites/email for updates and changes.

Student
☐ Provide students with intentional recruitment presentation covering registration, transcripting policies, the benefits/implications, and college expectations. Utilize district official or college personnel as guest speaker to message for recruitment.
☐ During the registration period, send parent notification via Infinite Campus Message Center to notify parents of dual enrollment opportunity.
☐ Access and print college course roster following dual enrollment registration to identify registered students. Ensure students meet any prerequisites of college course and have access to support services.
☐ Provide students and parents DE updates/notices via teacher websites or school social media
☐ Provide classroom time for eligible students to complete ACE Scholarship process.

Assessment
☐ Adhere to grading policies and standards of OPS and the partnering postsecondary institution.
☐ Submit Grades to 1) OPS and 2) partner institution on assigned due date. Partner Institutions and district DE Secondary Partnerships Supervisor will provide guidelines for grade submittal process and recommended grading practices.

Non-Compliance: Secondary Partnerships Supervisor will share non-compliance concerns with school administration to ensure awareness.