

DUAL CREDIT ORIENTATION GUIDE

A Guide for Fleming College faculty
Fall 2014



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INTRODUCTION: SCWI AND STUDENT SUCCESS

The School-College-Work Initiative (SCWI) was created as one of the Student Success initiatives in Ontario. It is a co-operative effort between school boards and colleges to assist students in making a seamless transition from secondary school to college or apprenticeship through the delivery of dual credit courses.

The Eastern Lakeshore Regional Planning Team (ELRPT) co-ordinates this program for our region. The ELRPT partners consist of five school boards and three colleges:

- Durham Catholic District School Board
- Durham District School Board
- Kawartha Pine Ridge District School Board
- Peterborough Victoria Northumberland Clarington Catholic District School Board
- Trillium Lakelands District School Board
- Durham College
- Fleming College
- Loyalist College

Within the ELRPT, over 3,500 students participate in dual credits annually. Over 85% successfully achieve a college and secondary school credit.

Last year alone, over 13,600 students who successfully completed a dual credit in Ontario applied to go to college.

The objective of this guide is to introduce you to the people, procedures, and departments so that you can connect with the right person and receive service in a timely manner.

You will find information about course requirements, the registration process, grading, academic regulations, withdrawal, ordering material and books, as well as other frequently asked questions.

Congratulations! We're thrilled that you are joining the dual credit program.

Who can take a dual credit?

Dual credits are designed to help secondary students complete their high school diplomas and make successful transitions to college and/or apprenticeship programs. The primary focus is on those students facing the biggest challenges in graduating. This includes:

- Students deemed to be at-risk of not graduating from secondary school but capable of completing college level work
- Students who are part of a Specialist High Skills Major (SHSM) program
- Students participating in the Ontario Youth Apprenticeship Program (OYAP)

CONTACT INFORMATION - ACADEMIC

For questions regarding:

- Course delivery, outcomes and/or objectives, contact your academic school chair
- D2L contact Alana Callan or Terry Greene
- Instructional material, textbooks and/or tools contact your dual credit liaison or William Howe, Manager, Dual Credit Operations
- Registration or mileage claims contact Tracey Bell

Fleming College: 705.749.5530 or Toll Free: 1.866.353.6464

School	Contact	705.749.5530 Ext.
School of Justice and Business Studies	Deb Holts , Chair deb.holts@flemingcollege.ca	1224
	Renee Stevens , Dual Credit Liaison renee.stevens@flemingcollege.ca	1092
School of Trades and Technology	Gerry Bender , Chair gerry.bender@flemingcollege.ca	1032
	William Howe , Manager, Dual Credit Operations william.howe2@flemingcollege.ca	1346
School of General Arts and Science	Silvana Macdonald , Chair silvana.macdonald@flemingcollege.ca	1218
	Renee Stevens , Dual Credit Liaison renee.stevens@flemingcollege.ca	1092
Haliburton School of Arts	Sandra Dupret , Principal sandra.dupret@flemingcollege.ca	6708
	Rose Pearson , Dual Credit Liaison (Art Courses) rose.pearson@flemingcollege.ca	6734
	Ted Brandon , Dual Credit Liaison (Landscape courses) ted.brandon@flemingcollege.ca	6709
School of Environmental and Natural Resource Sciences	Mary Ann Fader , Chair maryann.fader@flemingcollege.ca	1190
	Kelly Cordick , Dual Credit Liaison kelly.cordick@flemingcollege.ca	3457
School of Community Development & Health	Molly Westland , Chair molly.westland@flemingcollege.ca	1238

CONTACT INFORMATION – DUAL CREDIT OPERATIONS

For questions regarding:

- Course delivery, outcomes and/or objectives, contact your academic school chair
- D2L contact Alana Callan or Terry Greene
- Instructional material, textbooks and/or tools contact your dual credit liaison or William Howe, Manager, Dual Credit Operations
- Registration or mileage claims contact Tracey Bell

Fleming College: 705.749.5530 or Toll Free: 1.866.353.6464

Dual Credit Operations Team		
	Contact	705.749.5530 Ext.
School College Work Initiative College Contact	Trudy A. Heffernan trudy.heffernan@flemingcollege.ca Director, Centre for Learning and Teaching – New Programs & Pathways	1322
Dual Credit Operations	William Howe , Manager, Dual Credit Operations william.howe2@flemingcollege.ca	1346 705.740.3718 (cell)
Dual Credit Assistant	Tracey Bell , Administrative Project Officer CLT tracey.bell@flemingcollege.ca	2219
Dual Credit Liaison - GAS	Renee Stevens , Dual Credit Liaison renee.stevens@flemingcollege.ca	1092
Dual Credit Liaison – Haliburton	Rose Pearson , Dual Credit Liaison (Art Courses) rose.pearson@flemingcollege.ca	6734
Dual Credit Liaison – Haliburton	Ted Brandon , Dual Credit Liaison (Landscape courses) ted.brandon@flemingcollege.ca	6709
Dual Credit Liaison - SENRS	Kelly Cordick , Dual Credit Liaison kelly.cordick@flemingcollege.ca	3457
Desire2Learn (D2L)	Alana Callan , Learning Technology Specialist (Sutherland) alana.callan@flemingcollege.ca	1209
	Terry Greene , Learning Technologist (Frost & Haliburton) terry.greene@flemingcollege.ca	3042
Admissions and Records	Rita Dillio , Records Assistant – Dual Credit Rita.dillio@flemingcollege.ca	

SECTION 1: BEFORE THE COURSE BEGINS

MEET WITH THE SECONDARY SCHOOL TEACHER

You are required to meet with the secondary school teacher prior to the beginning of the course to create a Course Outline and discuss Health & Safety. You will be paid for 2 hours at the standard meeting rate for these sessions.

A copy of the completed Course Outline and Health & Safety Overview must be returned to William Howe, Manager Dual Credit Operations by the end of Week 2 of all dual credit classes.

For team-taught courses, a Curriculum Alignment Template and Health & Safety Overview are available on the dual credit operations website (department.flemingcollege.ca/dco).

1.1 Course Planning

Fleming College Faculty and the secondary school dual credit teacher must meet and review the course learning outcomes/expectations prior to the start of the course.

The overall outcomes and expectations of the dual credit course are the same as if it was being delivered to post-secondary students; however, some modifications to learning activities that meet the same course outcomes are possible, with approval of your School Chair.

Please review the attendance policy of the course along with the assessment plan/grading policies and the passing mark with the secondary school teacher. Ensure that you communicate throughout the course and check-in regularly with your counterpart to ensure mutual understanding of expectations.

College Academic Regulations are to be followed in all dual credit courses.

The Outline that you will produce at the meeting will be based on the course outline that was provided to you by your Chair. Using the course outline as a guide, and working with the secondary school teacher, faculty will:

- Provide a week-by-week sequence of instruction that clearly indicates how the expectations and outcomes for each course will be delivered, assessed and evaluated
- Ensure that secondary school teachers and students understand when they are being assessed or evaluated and how the assessment or evaluation is being applied to both the college course content and the secondary school course content

It is important to communicate with the secondary school teacher throughout the semester to coordinate instruction and discuss student progress.

SECTION 1: BEFORE THE COURSE

1.2 Types of delivery

College-Delivered Dual Credits

- It is best practice to keep the secondary school teacher well informed through a Course Outline to allow him/her to better provide support and assistance to students as required
- Faculty may provide the secondary school teacher with marks for assignments/tests in a Excel spreadsheet so long as ALL students share the same secondary school teacher

Team-Taught Dual Credits

- Following the Course Outline and the Secondary School Curriculum Expectation, the learning activities and assessment are determined collaboratively by faculty and secondary school teacher
- Faculty and the secondary school teacher need to review the course being delivered and identify the overlap between the expectations and outcomes in each course
- Working together, faculty and the secondary school teacher will create a Course Outline that identifies who will deliver what content and determine how students will be assessed and evaluated on each component
- Students who withdraw from a team-taught dual credit must also withdraw from the secondary school course as well

In team-taught courses, both the College Academic Regulations and the School Board Policy (Assessment Evaluation and Reporting Procedure) are to be followed with respect to the portions of the course delivered by each instructor (e.g. academic integrity/plagiarism).

1.3 Health & Safety Training

Recently, the Ministry of Labour has stressed the importance of mandatory Health & Safety training for all employees in Ontario. The site specific training required MUST be delivered by either faculty or secondary school teachers through a discussion of the particular hazards and protocols for the classroom or lab in which the course will be delivered. Faculty will deliver this training to secondary school teachers when dual credit classes will take place on campus and secondary school teachers will deliver the training when dual credit classes take place at the secondary school.

A copy of the completed Course Outline and Health & Safety Overview must be returned to your Chair and William Howe, Manager Dual Credit Operations by the end of Week 2 of all dual credit classes. The Course Outline template and Health & Safety Overview are available on the dual credit operations website (department.flemingcollege.ca/dco).

SECTION 1: BEFORE THE COURSE

1.4 Other topics to be addressed with the secondary school teacher

- School schedule and calendar
- Computer requirements
- AV requirements
- Access to internet and internal systems
- Storage for material, tools, PPE & text books
- Parking
- Other program-specific requirements

Regular communication between the secondary school teacher and Fleming College faculty is critical for student success.

1.5 Set Up Your Course in My Courses/Desire 2 Learn (D2L)

Fleming College Faculty are required to use D2L for evaluation and grading, and many use it for distributing course information, receiving assignments, discussions, etc.

- Content from a previous course may be available and can be copied or “rolled over” for you to use in your course. Your Chair can advise you as to whether content is available or not. Please contact Alana Callan (Sutherland Campus) or Terry Greene (Frost & Haliburton Campuses) to have the content “rolled over”
- Your course outline and gradebook must be set up in D2L to ensure that marks may be transferred to the Registrar’s Office upon completion of the course
- **D2L orientation sessions are available near the beginning of each semester.** If you are unable to attend a training session, **please book a one-to-one meeting** with either Alana Callan or Terry Greene.
- Alana Callan and Terry Greene are available to assist faculty with any D2L issues throughout the year

1.6 Student Registration Process

It is the responsibility of the **secondary school dual and/or board contact** to orient students on how to complete the on-line registration forms, collect the forms, and return the originals to Fleming College.

Registration must be completed at www.rockstart.ca

The registration is sent electronically to the Registrar’s Office to initiate the process. Signed, paper copies should follow via mail as quickly as possible.

Completed and signed forms as a class set together in one envelope, should be sent by the secondary school dual credit teacher or board contact to:

Fleming College, Registrar’s Office
Attention: Rita Dillio
599 Brealey Drive
Peterborough, ON K9J 7B1
Fax: (705) 749-5507

SECTION 1: BEFORE THE COURSE

2.0 Complete a Criminal Record Check

If you are teaching on-site at a secondary school location you need to get a Criminal Reference Check, including a Vulnerable Sector Search, per Ministry of Education, Regulation 521/01 and Regulation 323/03.

Faculty will be reimbursed for expenses incurred from Criminal/Police Records Check. Please submit an expense report and receipt to Tracey Bell.

Some police agencies require a letter confirming employment from Fleming before they will complete your criminal reference check. Please contact [Tracey Bell](#) or 705-749-5530 ext. 2219 to request a letter confirming your employment.

Criminal/Police Records checks can be requested from your local community police or from the Ontario Provincial Police in your area. Fees vary depending on your home location, and timeframe may vary from a couple of days to four weeks.

Additional information can be found at http://www.peterboroughpolice.com/Programs___Services/Record_Checks.htm.

REMEMBER:

Please take one copy of your Criminal Record Check to the office at each school where you will be teaching. Keep the original in your files and send a copy to Fleming College for reimbursement of your expense. **Criminal/Police Records Checks are valid for one year.**

3.0 Helping Students log in to D2L

Students will need their **student number** to obtain their **user name**. You can find the **student number** in your Student “Class Roster” in D2L. Please provide students with their student number on the first day of class. Guide them to our website: www.flemingcollege.ca. On the right side, below the banner, click on “Login to myCampus”. On the myCampus Secure Login box, click on the link “New Student? Obtain my username.”

Once students get their User Name they will be able to log into the Fleming College Portal – MyCourses (D2L) by entering their **User Name** and **Password**, which is their student number.

Contact Tracey Bell, if your Class Roster is incomplete or contains errors.

SECTION 2: DURING THE COURSE

4.0 Student Safety

Student safety and well-being are the responsibility of both the secondary school teacher and faculty. Safety procedures must be reviewed at the start of the course and regularly throughout the program. Adherence to safety guidelines and protocols is required at all times.

In a situation where a student is required to leave the classroom (i.e., as a result of disruptive behavior or because he/she is under the influence of alcohol or drugs), the secondary school dual credit teacher must be contacted and arrangements made to ensure **students' continued supervision** takes place during class time.

Courses offered at the Secondary School

- **The secondary school dual credit teacher must review the school emergency procedures with the Fleming College Faculty** (i.e., fire alarms and exits, lockdown procedures, specific safety protocol for the classroom)

Courses offered at the College

- **Faculty must review the college emergency procedures with the secondary school teacher and students** (i.e., fire alarms and exits, lockdown procedures, specific safety protocol for the classroom – see sign posted in all classrooms)

4.1 Accidents and Injuries

If a student is injured, **seek appropriate medical assistance immediately**. Where required, the secondary school teacher must contact the school principal and, if the student is under 18, the parent/guardian. Faculty must complete an Accident Report form (<https://department.flemingcollege.ca/safety/hs-documents/>) and contact William Howe, Manager, Dual Credit Operations immediately.

Faculty and the secondary school will comply with both school board and college protocols for reporting.

REMEMBER:

The secondary school dual credit teacher must have emergency contact information and essential health information for each student (hard copy or electronic) with them at all times.

SECTION 2: DURING THE COURSE

4.2 Personal Protective Equipment

- Prior to the beginning of the dual credit course, faculty will ensure that the secondary school teacher is aware of any specific Personal Protective Equipment (PPE) that will be required by students (i.e., safety boots, glasses, etc.)
- The secondary school dual will ensure that all students are aware of PPE requirements
- **Students may not participate in class without all necessary PPE**

IMPORTANT:

Prior to the beginning of the course, please ensure that the secondary school dual credit teacher is aware of any specific Personal Protective Equipment that will be required by students.

5.0 Textbooks, Materials and Tools

Dual credit books and materials are included in the budget when a dual credit class is approved by the Ministry. Students must return textbooks at the end of the course.

Fleming College bookstores, at Sutherland and Frost, receive a list of dual credits courses that will run each semester. The bookstore will order the same titles indicated by program co-ordinators for each course and they will be available at the beginning of the semester. The Centre for Learning and Teaching provides the bookstore staff with a dual credit account to which the books and/or supplies will be charged.

For courses taught at Fleming, books will be available for pick up by faculty from the bookstore for distribution in class. In case of off-site classes at a secondary school, books/materials will be delivered to the secondary school by the dual credit operations team.

Textbooks, tools and materials become the property and responsibility of the student for the duration of the course and should be handed back for reuse in a subsequent course. Secondary school teachers will also be provided a textbook.

SECTION 2: DURING THE COURSE

6.0 Classroom Management

Faculty should review course expectations regarding late or missed submissions and/or tests, absenteeism and student behaviour with students during the first class.

Team work between college faculty and secondary school teachers and early intervention are extremely important in order for students to be successful.

Issues that may arise

- **Absences:** it is the responsibility of faculty to take attendance. **If a student has missed three or more classes, please advise the secondary school teacher immediately** for follow up with the student
- If a student is attending class but does not show up on the class list, the secondary school teacher needs to confirm that the student is part of the dual credit course and then follow the registration procedure
- **Secondary school students must be supervised at all times.** Should a student be removed from class because of his/her behaviour, the secondary school teacher must be notified and arrangements made to provide for this supervision
- If a student has a learning disability, both the school and the college support services can help the student succeed by putting appropriate supports in place prior to the start of the course

Generally, faculty and secondary school teachers are able to work together to manage classrooms effectively. Should this not be the case, contact William Howe, Manager, Dual Credit Operations, immediately for assistance.

6.1 Communication with Parents & Guardians

Fleming College faculty and staff are not permitted to discuss any issues regarding students with anyone, including parents, without written student authorization. Contact with parents and guardians should always be through the secondary school teacher.

7.0 Faculty Absences/Class cancellations

If it becomes necessary to cancel your dual credit class, you must notify the secondary school teacher, your Chair/Dean and William Howe, Manager, Dual Credit Operations as soon as possible.

SECTION 2: DURING THE COURSE

7.1 Inclement Weather

The safety of Fleming College faculty and students is paramount. When inclement weather arises it is the responsibility of the individual to use sound judgment to determine whether or not travel is a reasonable risk. Fleming College's Class Cancellation and Campus protocol can be found at <https://department.flemingcollege.ca/security/emergency-procedures/class-cancellations-campus-closures/>. The principles in this document apply to both on-campus and school-delivered dual credit courses.

In the case of an inclement weather event all faculty shall:

- Consult with local media to learn of college and/or school closures and bus cancellations
- Make a responsible choice about safe travel to and from the college or school
- **Notify the secondary school teacher, your Chair/Dean and William Howe, Manager, Dual Credit Operations as soon as possible if class is to be cancelled**
- Work with the secondary school teacher and relevant college staff to **reschedule the class**

7.2 School Bus Cancellation

If your dual credit course is delivered at a secondary school, it is unlikely that there would be sufficient student attendance in class in the event of school bus cancellation to justify holding class on that day. **Do not travel to the school.** In this situation, faculty shall cancel the course for that day and reschedule in collaboration with the secondary school teacher. **Please notify the secondary school teacher, your Chair/Dean and William Howe, Manager, Dual Credit Operations as soon as possible.**

7.3 Illness

In case of illness faculty shall:

- **Notify the secondary school teacher, your Chair/Dean and William Howe, Manager, Dual Credit Operations as soon as possible**
- Work with the secondary school teacher and relevant college staff to reschedule the class

7.4 Professional Activity days and Holidays

It is the responsibility of faculty and secondary school teachers to work together to reschedule any courses that are cancelled due to PA days or holidays. **Please notify the secondary school teacher, your Chair/Dean and William Howe, Manager, Dual Credit Operations as soon as possible.**

SECTION 2: DURING THE COURSE

8.0 Grading

Fleming College faculty use D2L to record grades. Students must be registered in order to appear in the D2L gradebook.

Faculty must enter student marks into D2L within five (5) days of the completion of the course.

These marks are downloaded by Fleming Registrar's Office and a copy of the grade reports/transcript is sent to the student as well as the secondary school principal.

REMEMBER: Currently, Secondary School Dual Credit Teachers do not have direct access to the D2L Gradebook, so please provide him/her with a list of students and marks in an Excel or Word format, regularly as the semester proceeds.

In team-taught courses, as part of the agreed upon assessment plan, these marks will be used in the determination of the students' related secondary school course assessment.

If a student is in jeopardy of failing, notify the secondary school teacher immediately.

IMPORTANT:

Please refer to **Fleming College Academic Regulations, Section 2.2 – Grading System**. Any changes to student marks should be directed to the Registrar's Office. e.g. If for any reason a dual credit student missed a final test, and a final grade will not be available by the due date marks have to be entered, please assign the student's grades according to methods described in the Fleming College **Academic Regulations, Section 2.2 – Grading System**.

9.0 Mileage & Other Expenses

Expense statements should be used to claim reimbursement for mileage, cost of criminal record checks, and small instructional supply purchases. The finance department will only accept the original receipts and must receive the itemized receipt, not a visa slip. Expense statements should be **submitted monthly** and final expense claims submitted within 2 weeks of the end date of your course.

SECTION 2: DURING THE COURSE

9.1 Mileage

Fleming College faculty who travel to locations other than the college will be reimbursed for travel associated with the course. **Expenses will be paid from your “home campus” to the secondary school and back.** If you live closer to the secondary school, you will claim travel expenses from your home to the secondary school, whichever distance is shorter. Please use the **Expense Report** to claim intercampus travel and travel to the secondary school.

Sample:

Purpose/Explanation		Other		KM		KM Acct #
Include addresses (to and from) and course code. Indicate if this is a return trip e.g. Travel from Sutherland to St Peter SS 730 Medical Dr. Ptbo and return for ENVR36 dual credit				Total # of KM remember to include both ways for round trip e.g. 10		
Include description of purchase, course code and secondary school e.g. Criminal Reference Check for CULN74 dual credit Kenner SS		Full cost including HST e.g. \$29.70				

9.2 Instructional Supplies including Criminal Record Checks

All pre-approved purchases for courses materials can be claimed on the same expense statement. Finance will only process if original receipts are attached to your signed expense statement. Please contact [William Howe](#) prior to making the purchase for approval, if you need to make instructional supply purchases for your course. The finance department will not accept photocopies of receipts.

Submit expense forms on a monthly basis to [Tracey Bell](#). Electronic copies are acceptable but must include a scanned signature.

SECTION 2: DURING THE COURSE

10.0 Class Visits to the College

All students enrolled in a dual credit that is delivered at the secondary school must visit the college campus during that semester. Your Dual Credit Liaison is available to help facilitate these visits.

- Where possible, classroom space can be made available to deliver course content to students while on campus
- The secondary school teacher and faculty should work together to plan and co-ordinate the visit
- The secondary school teacher must accompany students
- Visits should be set up at least 3 weeks in advance
- SCWI funding will cover the cost of bussing, college activities and tours as well as light refreshments

11.0 Accommodation and Learning Disabilities

Fleming College is committed to providing equal access to services, facilities and educational programs for persons with disabilities. If one of your students has a documented medical, physical, psychological or learning disability he/she may be eligible for accommodations that can help him/her to succeed academically. College students require an up-to-date medical diagnosis, not just an Individual Education Plan.

Below is a list of reports accepted for Accommodations and Learning Disabilities:

- **Medical disabilities:** Medical Diagnosis reports
- **Brain injury:** Neuropsychological reports
- **ADHD:** Psychiatrist/Medical Doctor reports
- **Hearing Impairment:** Audiologist reports
- **Visual Impairment:** Ophthalmologist reports
- **Learning Disability:** Registered Psychologist Diagnosis reports

The following are examples of academic accommodations and support services which may be put in place:

- Training in and access to technical aids (assistive equipment and software)
- Computerized note-taking for those with sight or hearing disabilities
- Alternatives to print materials
- American Sign Language interpreting
- Alternative testing arrangements
- Counseling support
- Various other supports such as learning strategies, peer note-taking and tutoring services
- A full-time Learning Strategist and Assistive Technologist for students

For more information see: <http://flemingcollege.ca/services/learning-support-services>.

Students are to self-advocate in order to access these services. Faculty and secondary school teachers can provide key assistance in this process.

SECTION 2: DURING THE COURSE

12.0 Student Withdrawal Process

The **secondary school dual credit teacher** is responsible for tracking dual credit student attendance and to make sure that students who are not attending classes complete a "Course Drop" form within the prescribed college Academic Regulations.

IMPORTANT:

Dual Credit Students are required to complete a **Course Drop Form**. Without an official withdrawal, a student will be considered as a registered student until the end of the course. The completed course drop form is a guarantee that a dual credit student will not receive a zero as a final mark. The zero will stay permanently on the student's college record.

Please note: Students registered in team-taught dual credits may not be withdrawn from the college course unless they are also withdrawing from the secondary school course.

Once the student is identified, he/she should:

- Complete a "Course Drop" form and return it to the Registrar's Office **prior to the start of the final third of that course**
- Students who officially withdraw from a course **prior to the start of the final third** of that course will receive a "W" (withdrew) designation
- Students who officially withdraw from a course **during the final third of the course** will receive a WF (withdrew failing) designation. In situations when extenuating circumstances such as illness caused the withdrawal and the student was passing at the time of the withdrawal, a WP (withdrew passing) designation will be recorded

SECTION 3: UPON COMPLETION OF A COURSE

13.0 Enter Grades into D2L

Grades must be entered in D2L and the 'Final Calculated Grade' or 'Final Adjusted Grade' column must be released within five (5) days of the completion of a course for your grades to export from D2L to Evolve. Email your Excel spreadsheet from your Fleming College email account to Tracey Bell, William Howe, your school chair and Rita Dillio.

It is extremely important that your Excel spreadsheet be received within 5 days of the completion of the course to allow sufficient time for verification of the special grades (defers, incompletes, etc.)

If you have any questions about D2L, please do not hesitate to contact Alana Callan (Sutherland) or Terry Greene (Frost & Haliburton).

14.0 Finalize Logistics with Dual Credit Operations Team

Contact your dual credit liaison or William Howe, Manager Dual Credit Operations to arrange to have any remaining tools, materials and/or textbooks collected and stored, for use in subsequent classes, at least two (2) weeks prior to the end of your course.

Please submit any final expenses and debrief to provide feedback about any outstanding issues with appropriate Fleming College staff.