



Dual Credit Handbook for Instructors

The Best Place to Start *and Finish!*

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Section 1 - Getting Started

Overview

Dual Credit Instructors play the lead role in delivering the EPCC college course to students in the comprehensive or early college high school classrooms. They ensure that EPCC Dual Credit Students receive an “authentic college experience” while receiving instruction in their high schools or early college high schools.

Dual Credit Instructors are considered EPCC Adjunct Instructors and are designated as EPCC Volunteer Faculty. As such, they are required to deliver the EPCC course according to EPCC discipline requirements and official course descriptions. As part of the EPCC team, they have an EPCC ID number, an EPCC email account, and have some obligations and requirements to meet which are described in these guidelines.

Mandatory Faculty Development Requirements:

At the beginning of each regular semester, the Faculty Development program organizes a Faculty Development Week. All EPCC Adjunct Faculty (including Dual Credit Faculty) are required to:

- attend at least one faculty development workshop
- attend division and discipline meetings at their home campus
- New Dual Credit Faculty members are also required to attend the New Faculty Orientation and the New Dual Credit Faculty Workshop following the orientation.

Faculty Development Week Meetings & Times

- New Faculty Orientation (Fall only): Tuesday evening from 6:00 - 7:00 p.m.
- Mandatory New Dual Credit Faculty Orientation:
 - Fall Semester: Tuesday evening from 7:00 - 8:30 p.m.
 - Spring Semester: Tuesday afternoon from 4:30 to 6:00 p.m.
- Division Meetings: Thursday evening from 6:00 -7:00 p.m.
- Individual Disciplines meet as scheduled by their disciplines.

Check the Faculty Development Booklet on their [Faculty Development](#) homepage for information regarding these meetings and other faculty information (requires your myepcc login information). These meetings are listed according to Campus & Dean.

Faculty Development Week Workshops: Check the online Faculty Development Booklet for workshops that you might be interested in attending.

- Check for specific Dual Credit workshops.
- Check your EPCC e-mail for ongoing workshops and forums available throughout the semester.

Basic Information and Requirements for Dual Credit Instructors

Management & Contacts: Ultimately, each course taken for dual credit is managed by an Instructional Dean. The appropriate EPCC Faculty Coordinator, the individual EPCC Disciplines, and Instructional Deans are responsible for guiding you as you develop and deliver your courses. Directing questions to them and working closely with them will help to ensure that you are delivering the EPCC course content. Instructors need to be aware of who the contact person is for their EPCC courses at their high school as well. They may be able to answer basic questions and facilitate communication.

- Access the [Dual Credit](#) homepage for valuable information:
 - This homepage contains:
 - the Dual Credit Textbook List
 - available resources for instructors and students
 - useful forms
 - workshop opportunities
 - schedule of events
 - information for parents
 - faculty and facilitator information
- EPCC Outlook Account: The [IT Service Catalog](#) contains a link to your College email account and other useful services. As an EPCC Adjunct Instructor, you should have an EPCC e-mail account. You should check your EPCC email weekly, at minimum. If you find that you do not have an EPCC email account, please contact your Dean's office and they should be able to help you.
- As an EPCC instructor, you and your students have access to [Blackboard](#). You may want to post assignments, use the grade center, and other features of this online platform. Regular training is available.
- MyEPCC website: All instructors must upload their final grade record to my.epcc.edu. Banner can also be accessed from this site. For more information, contact the EPCC IT Helpdesk 915-831-6440.
- Grades must be assigned in accordance to the EPCC designated grading scale for that discipline. Contact your Faculty Coordinator if you have questions.

- Courses are expected to meet the same standards of rigor as used by the College discipline.

Section 2 - Preparing for the First Day

Delivering the EPCC Course:

Syllabus: The course syllabus is one of the most critical elements in creating a compliant and effective course in your high school classrooms. The syllabus is literally your contract with the students, thus it must be clear and understandable in laying out your requirements and expectations. A well-conceived and thorough syllabus can help instructors avoid potential problems and misunderstandings later in the semester. It should be followed as closely as possible in the conduct of your course. Below you will find brief highlights of Parts I and II of the syllabus, however, for the complete and detailed instructions for procedures and formatting, all instructors must access El Paso Community College Procedure [6.04.02.10](#).

PART I (Instructor Course Requirements): Part I of the syllabus is the customized portion of the document that fits the specific design of your particular course, however, be sure to follow the guidelines in the procedure (6.04.02.10) and include every element listed. Keep in mind that your syllabus is an extension of broader goals and objectives established by your EPCC Discipline and the Texas Higher Education Coordinating Board so it should be in harmony with the Official Course Description listed in the Syllabus Part II (see below). Search for a particular course and instructor for an example of a [Part I Syllabus](#) for that course: [Course and Faculty Information](#).

PART II (Course Description/Goals and Objectives): Part II of the syllabus contains the Official Course Description from the college catalogue and it includes the general goals and objectives of the course as sanctioned by the College Disciplines and the Texas Higher Education Coordinating Board. This document is administered by the Curriculum Office and can serve as a general outline for constructing your course. Part II contains important information about ADA compliance and services and the Six Drop Rule, so it must be handed out with Part I during the first week of class. Search for a particular course and instructor for an example of a [Part II Syllabus](#) for that course: [Course and Faculty Information](#).

Important Procedural Information:

- Get to know your Faculty Coordinator at EPCC and maintain communication with them to keep abreast of discipline-specific requirements.
- Submit your syllabus to the Faculty Coordinator for review within the first week of the semester.
 - Note: You may also have to submit your syllabus and other information to your Dean's office. This process may vary from Dean to Dean. Your Faculty Coordinator will provide information specific to your Dean's process.

- To fulfill state requirements for House Bill 2504, post your syllabus on the EPCC website.

You can upload the syllabus by going to my.epcc.edu.

- Click on My Classes in the left main menu
- Click on the 'HB 2504' tab
- Upload a file for each course you are teaching

If you have questions or concerns related to the upload, contact the EPCC IT Helpdesk at 915-831-6440.

More General Information for the Beginning of the Semester

- **Instructors and coordinators** should check to make sure that each student has a copy of the correct EPCC discipline approved textbook **on the first day of class** for their use for the entire semester. Classroom sets of books are not allowed; each student must be assigned their own copy of the book for the semester.
- The Dual Credit Textbook list can be found on the [Dual Credit](#) home page on the left menu bar.
- **Instructors should access their EPCC class roster in Banner**, print it (if possible) or check it online and call role from it for at least the first week of class and intermittently thereafter. **Students who are not listed on the EPCC roster by the census date cannot remain in class.**
- Note: Always check your [EPCC Banner roster](#) against who is actually sitting in your EPCC classes. Students who are not on the EPCC class roster cannot be awarded college credit.

Section 3 - Continuing Responsibilities and EPCC Resources for Your Dual Credit Student

During the Semester

- **Continue** to check your enrollment against the EPCC roster.
- **Monitor** student success in the class. It is important to identify students who are struggling with the class early on so that intervention is possible.
- **Student concerns:** If a student has a concern with the instructor, they should talk to the instructor first to see if a solution can be found. If the student still has a concern, EPCC process encourages the student to contact to the EPCC Faculty Coordinator managing the course or as the last resort, the Instructional Dean who supervises the Dual Credit Instructor.

EPCC Resources

All EPCC students including those taking college courses for dual credit, have access to a variety of EPCC resources.

Center for Students with Disabilities

The center provides comprehensive support services free of charge to students with disabilities. The first step in the process for requesting services is to schedule an intake interview with a CSD Counselor. During this interview, the CSD Counselors give students information about appropriate accommodations based on their disability and classes they are taking. Students have an opportunity to discuss the implications of their disabilities and learning strategies.

NOTE: Students enrolled in EPCC college courses taken for dual credit who require modification through their school districts and want accommodations in their college courses must meet with an EPCC CSD Counselor. Modifications made in the secondary classroom do not apply at the postsecondary level because high school students fall under the Individuals with Disabilities Education Act (IDEA) while college students come under the ADA Amendments Act (ADAAA).

Valle Verde: 915-831-2426
Rio Grande: 915-831-4198
Transmountain: 915-831-5808
Mission del Paso: 915-831-7024
Northwest: 915-831-8815

Tutoring

Tutoring resources are available at each of the EPCC campuses. Hours vary, so please contact the individual campuses. Online tutoring through Blackboard Collaborate Ultra may also be available for some academic disciplines; more information can be found through the Tutoring Centers.

Valle Verde: 915-831-2144

Rio Grande: 915-831-4136

Transmountain: 915-831-5094

Mission del Paso: 915-831-7048

Northwest: 915-831-8854

Writing Center

Each EPCC campus has a Writing Center operated by the English department to assist students with writing papers. Hours may vary, so please contact the individual campuses. Online tutoring via email (wcvv@epcc.edu) is also available through the Valle Verde campus Writing Center.

Valle Verde: 915-831-2149

Rio Grande: 915-831-4200

Transmountain: 915-831-5125

Mission del Paso: 915-831-7055

Northwest: 915-831-8916

Libraries

For Dual Credit and Early College High School Librarians:

Visit the [Dual Credit and ECHS Librarians' Guide](#) webpage for more information.

For Dual Credit Instructors:

While the resources of your high school library may meet some of your students' research needs, please strongly encourage them to also use the EPCC Libraries' college level research materials.

Every Dual Credit Instructor and EPCC student is assigned an EPCC email address. Dual Credit Faculty and students can use this email address to access the online eBook and article databases available from the [EPCC Library](#) webpage.

Dual Credit Faculty and Students may also come in during regular library business hours to any of the EPCC campus libraries. An EPCC ID card/ID number is required to check out material. Dual credit instructors are assigned their

EPCC ID number by the EPCC Human Resources Department; dual credit students are assigned their number by the EPCC Admissions/Registrar's office.

Students need to have an EPCC ID card to checkout materials. Dual Credit Faculty just need to know their EPCC ID number and to have an official photo ID (like a driver's license) to check out material.

Note that EPCC is an institution of higher education and the college libraries provide materials that support and supplement the educational process; no effort is made to either censor or filter any materials from its collections.

For Dual Credit Students:

While the resources of your high school library may meet some of your research needs, you are strongly encouraged to also use the EPCC Libraries' college level research materials. Every EPCC student is assigned an EPCC email address. You can use this email address to access the online eBook and article databases available from the [EPCC Library](#) webpage. You may also come in during regular library business hours to any of the EPCC campus libraries. Make sure to bring your EPCC student ID card.

Note that EPCC is an institution of higher education and the college libraries provide materials that support and supplement the educational process; no effort is made to either censor or filter any materials from its collections.

	<u>Reference</u>	<u>Circulation</u>
Valle Verde	915-831-2442.....	915-831-2645
Mission del Paso.....	915-831-7040.....	915-831-7057
Northwest.....	915-831-8889.....	915-831-8840
Rio Grande.....	915-831-4019.....	915-831-4018
Transmountain	915-831-5098.....	915-831-5092

Section 4 - Ending the Semester: Expectations and Responsibilities

Classroom Evaluation

- **Expect a classroom evaluation:** EPCC Adjunct Faculty are evaluated according to [EPCC College Procedure 3.22.01.18](#). Faculty members will be evaluated once a year for five years from the initial hire date and every two years thereafter in most cases. Student classroom evaluations are performed every semester.
 - **Instructors should respond in a timely** fashion to your EPCC Faculty Coordinator to set up the time for your evaluation.
 - **Prepare your self-evaluation** and any other materials needed by the Faculty Coordinator for the classroom visit.
 - **Prepare for a post-evaluation** conference with your Faculty Coordinator to complete the Composite Evaluation.

Assessment

- **Academic disciplines regularly assess their courses** to ensure that they are consistently meeting stated learning objectives. EPCC Adjunct Faculty are required to participate in assessment. Your Faculty Coordinator will contact you.
- **SLO (Student Learning Outcomes):** This assessment is designed to identify if students who attend EPCC are acquiring the knowledge to be successful in the work force and/or reaching their educational goals.
- **Core Curriculum Assessment:** This assessment measures learning objectives in Core Curriculum courses and comes from the Texas Higher Education Coordinating Board (THECB). Disciplines are required to assess whether courses are adequately educating students in skills like Critical Thinking, Written/Visual/Oral Communication, Personal Responsibility, Social Responsibility, and Teamwork.

End of the Semester:

- **Distribution and Completion** of the Student Surveys and the Student Evaluations of the Instructor occur towards the end of each semester. In order to ensure an accurate process, please see the following instructions and information:
 - Read the instructions carefully and please comply with them. Please do not have an administrator or faculty member distribute and monitor the

evaluations. A student should be chosen to distribute and monitor the evaluations.

- Remember to return surveys and evaluations separately in their respective envelopes.
- Instructor evaluations will be shared with you once the completed & sealed evaluations are processed by EPCC.
- Note: Once the envelope has been sealed, it must not be opened!

Final Grades:

- **Letter grades** must be posted into the Banner System within the appropriate time-frame at the end of each semester. Grades are due by the end of business on the Monday after Final Week.
- The grade record for your EPCC course grades needs to be uploaded through [MyEPCC](#) (My Classes link) by the same deadline.
 - Your grade record (typically an Excel spreadsheet or table) should be detailed and reflect the grades for the assignments outlined in your course syllabus.
- Grades are due according to the EPCC calendar. Failure to post grades in Banner and upload your grade record on time can adversely affect our students.
- Your EPCC Faculty Coordinator is also a good source of information about the inputting and uploading of grades.
- Grades must be assigned in accordance to EPCC designated grading scale for that discipline. Contact your Faculty Coordinator if you have questions.