

# Faculty information

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Dual enrollment courses are college courses. Dual enrollment students should be treated as college students, with all of the privileges, responsibilities, and expectations associated with college-level academic work, behavior, and attendance.

## Communication

### With students

- Request from high school counselors that students activate their electronic WSCC accounts before the course begins. Open your eLEARN course to initiate contact with students prior to the start of the course.
- Provide timely feedback on assignments.
- Notify students first about their substandard performance, plagiarism concerns, attendance issues, low grades, etc.

## Classroom management

### At the high school

- Arrange a school visit through Division of High School Programs before the semester begins to meet the principal/counselor, view the classroom, and determine technology access. Request your name be added to the high school distribution list for announcements and schedule changes.
- Create and maintain a college classroom environment, subject to division/departmental/WSCC academic and student conduct policies.  
**In on-campus/online dedicated Dual Enrollment class or on-campus/online class with mix of dual Enrollment and traditional college students.**
- Treat the class as any other college class, maintaining communication regarding dual enrollment students as outlined above.

### With the Division of High School Programs

The student is first point of contact. For persistent performance, attendance, or behavior issues, contact

Division of High School Programs at 423-585-2642 or email at HSP@ws.edu. Copy department head/dean on all emails pertaining to persistent concerns.

### With Walters State (through MyWS)

Report attendance after first class meeting. Report progress on Faculty Feedback a minimum of twice per semester and if student performance changes, more often as appropriate.

### With parents (copy Division of High School Programs)

If dual enrollment students chose to grant WSCC approval to release information at time of registration, please respond to parental inquiries after first communicating with the student.

## Course Management

- Maintain the standards and meet the course outcomes of the college-level course. Maintain consistency between syllabus and course activities/assessments. Provide clear and consistent feedback on assignments.
- Meet minimum eLEARN standards for all courses, whether they are taught face-to-face or online.
- Return feedback/grades as soon as possible after submission of assignments. Post all grades, including final course grades, in eLEARN.
- Check and reply to eLEARN and Senators Mail a minimum of every 24-48 hours, Monday through Friday.
- Check Walters State email for frequent opportunities for faculty training, including training for Turnitin plagiarism detection software. See also the FACULTY DEVELOPMENT eLEARN course available to all WSCC faculty for how-to information on teaching/learning technologies.

# Student information

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Dual enrollment courses are college courses. Dual enrollment students will be treated as college students, with all of the privileges, responsibilities, and expectations associated with college-level academic work, behavior, and attendance.

## Classroom procedure

Note the calendar and attendance policies for the course. These may differ from the high school policies.

College courses move swiftly, so time on-task is very important. Maturity, self-discipline, and focus while in class are key.

Remember that classes on WSCC campuses or online may include students of various ages and from a wide variety of backgrounds.

## Course success

Frequent, reliable access to the Internet is critical. College courses operate on the eLEARN course management system, and the WSCC MyWS system to frequently provide important information.

- **eLEARN Help:** "How to Go to Class in eLEARN," or "Student Guide to eLEARN," [eLEARN.ws.edu](http://eLEARN.ws.edu).

## Communication

As with any college course, students are expected to communicate with instructors about assignments, grades, and/or class concerns.

Students should contact the instructor first through eLEARN email or in class with questions about assignments, assessments, return of graded assignments. Ask immediately when you have a question or concern. Don't wait.

- **Activating Senators Mail account or other technical difficulties:** Contact the Walters State Helpdesk at 423-318-2742, [helpdesk.ws.edu](http://helpdesk.ws.edu)

- Check eLEARN email and Senators Mail a minimum of every other day for face-to-face classes and online classes.
- Maintain regular contact with the instructor throughout the semester by answering all emails and completing all assignments.
- Meet all course outcomes listed on the course syllabus. This will require applying college-level skills.
- Check the course calendar frequently. It is the student's responsibility to keep track of due dates and meet all deadlines.
- When submitting work to an eLEARN dropbox, check for and save the submission confirmation message. Inquire about any missing grades with the instructor. A college instructor is not obligated to notify you when an assignment has not been submitted.
- WSCC takes plagiarism very seriously and assigns consequences accordingly. Read the WSCC Student Conduct Policy regarding plagiarism (Walters State Catalog and Student Handbook, "Academic Misconduct," [catalog.ws.edu](http://catalog.ws.edu)).
- For persistent concerns, students should contact the high school counselor after they have contacted the instructor.

**If students need to contact WSCC Division of High School Programs, they may call 423.585.2642 or email at [HSP@ws.edu](mailto:HSP@ws.edu).**