



## Dual Credit Partnership Responsibilities

When we work together to promote enrollment, ensure accurate rosters, and communicate timely with each other, everyone benefits. Students invest in the opportunity, pay the correct amount, and protect their college GPA. Also, instructors get paid correctly for each student who enrolls by the deadline.

### ECC Reps & Faculty Members

ECC Representative reaches out to faculty before or at the beginning of each term to request information on course and section needs.

ECC Department Faculty shares syllabi and course material information, as well as course outcomes.

ECC Department Faculty reviews syllabi when uploaded to review to ensure alignment with course outcomes.

ECC Representative communicates throughout the term with reminders about checking rosters, deadlines, and grading procedures.

ECC Department Faculty meets with dual credit instructor once per semester in person or remotely.

ECC Department Faculty schedules observation visits with the high school instructor on a periodic basis.

### High School Faculty Members

Communicate enrollment procedures to students in class.

Check every roster for accuracy at the beginning of the semester **and upon request** from ECC.

Inform ECC contact of ANY changes to the roster during the semester, so the ECC Roster is in alignment with the high school roster.

Even if instructors have individual course shells in Canvas, all instructors must still upload a syllabus for each course to the College's Syllabus Tool, during the first week of the semester.

Teach to the ECC course outcomes.

Use departmental assessments, syllabi, and texts (unless prior approval is given).

Upload grades in eCentral in a timely manner at the end of the semester.

Send gradebooks to Dean at the end of term.

Attend the Adjunct Faculty Workshop in the fall and any discipline-specific training required by the academic department.