South Florida State College  
Dual Enrollment Instructor of Record Guidelines  
High School Teacher

All SFSC faculty are committed to student learning by designing a supportive learning environment and providing helpful and thorough feedback to the student in a timely manner. Regardless of the modality or campus, college courses must establish and maintain college-level rigor and substance.

Credentialing

1. Dual enrollment faculty are subject to the same credentialing requirements as full-time college faculty.

SFSC Department Responsibilities

1. Use the South Florida State College syllabus for your course. You may use supplemental materials, but the goals and assignments outlined in the SFSC syllabus must be maintained and met.
2. Provide the SFSC academic department with copies of course materials.
3. Teacher copies of the textbook may be obtained through your instructional supervisor at the college.
4. The instructional supervisor and/or the General Education Committee will inform you of required participation in departmental and college-wide assessment of student learning outcomes.
5. The standard SFSC Student Evaluation of Instruction (SEI) will be conducted every term, every course, for each faculty member.

Syllabus

1. Dual enrollment courses will utilize the SFSC course syllabus without exception.
2. Dual enrollment students are expected to abide by all student policies set forth in the syllabus including late assignments, absences, tardies, etc. Excessive absence(s) in college courses, regardless of the reason may result in failing the class. College courses do not typically recognize excused absences.

Grading

1. It is the responsibility of the instructor of record to assign grades to all college level work used in determining the college grade.
2. All dual enrollment course work and rigor will be at the college level.
3. College grades will be entered/recorded according to the SFSC Registrar’s directions. College grades must be submitted within three business days of course completion to the designated high school personnel.
4. Dual enrollment final exams/assignments will be developed and/or approved by the SFSC instructional supervisor. Completed, graded final exams/projects/papers are collected and maintained at the college for one year.
5. At the end of the semester, students with disabilities need to be reminded that college accommodations are not necessarily the same as high school accommodations. Students with disabilities need to register with Disability Services. The number is 863-784-7176.
**Additional Duties**

1. Verify SFSC class rosters to ensure all students are enrolled. Non-dual enrollment students may not attend a dual enrollment course; this includes AP and IB students. No other classes may be combined with dual enrollment sections.

2. Review the SFSC academic calendar and remind students of pertinent SFSC deadlines as they apply to dual enrollment classes.

3. Maintain open communication channels, including a valid email address, with your South Florida State College instructional supervisor.

4. If a student is taken out of your class at the high school, remind the student that they must officially withdraw from the course at SFSC. The student will not be automatically withdrawn from the SFSC course.

5. Familiarize your students with the South Florida State College website; i.e. accessing college grades, registering, using Panther Central, etc. An eLearning staff member is available to come to the high school and conduct a brief orientation session for faculty and students. You may also receive help about Panther Central and the course management system by contacting the eLearning help desk at 784-7017.