



Responsibilities of the High School Campus Facilitator for El Paso Community College (EPCC) Dual Credit Online Courses

Summary of Responsibilities: To provide student support and guidance for the EPCC online course(s) taught at the high school (onsite). This includes establishing a sound working relationship with the EPCC online instructor through effective communication and assisting students by helping them engage in the college course on the first day of class and throughout the semester.

High School Campus Facilitators, although not the instructor of the EPCC course, can support the students' efforts in the course by acting as a tutor once the college material has been delivered (taught) by the EPCC instructor and serve as a guide in building the necessary behaviors exhibited by successful college students.

In some school districts, the facilitator will be a highly qualified teacher in the subject area and will teach the Texas Essential Knowledge and Skills (TEKS) not covered in the college course necessary to give students the opportunity to master the TEKS in order to meet graduation requirements.

Essential Functions:

1. The High School Campus Facilitator will establish and maintain consistent communication with the EPCC instructor through Blackboard messages, e-mail and or phone regarding, but not limited to:
 - o EPCC dual credit online instructor's questions about specific student's engagement in the class.
 - o Problems or issues as they arise.
2. The High School Campus Facilitator will aid students in establishing their own connection to the EPCC dual credit online instructor by contacting the instructor themselves when they have questions and concerns regarding the course and or questions about their grades.
3. The High School Campus Facilitator will verify that the textbook listed in the syllabus and the textbook issued to each student is one and the same, and assure that each student has his/her own textbook on the first day of class.

4. The High School Campus Facilitator will be familiar with and support the EPCC dual credit online instructor's syllabus, policies, calendar, grading scale, and procedures by:
 - familiarizing themselves and encouraging their students to become familiar with the EPCC's Student Code of Conduct found in the EPCC College Catalog.
 - establishing students' enrollment in the class and reporting enrollment discrepancies to the Dual Credit Counselor and Blackboard problems to the Blackboard Help Desk at 888-296-0863.
 - informing students that academic dishonesty of any kind can result in a failing grade for the assignment; and, depending on the circumstances and the EPCC dual credit online instructor, could result in an "F" for the course and possible expulsion from EPCC.
 - reviewing the course syllabus, calendar, grading scale and general course requirements with the students.

5. The High School Facilitator will support the high school students taking the EPCC dual credit online course by:
 - helping them with their initial log-on into Banner and or Blackboard and encouraging them to visit their grades in Blackboard frequently in order to understand how they are progressing in the class.
 - reminding them of approaching deadlines and exam dates in order to ensure that they complete assignments on time and are prepared for exams.
 - informing those who engage in extra-curricular activities that they must complete assignments according to the EPCC dual credit online instructor's calendar or make arrangements to complete assignments early.
 - encouraging them to contact their EPCC dual credit online instructor as soon as possible if they are having difficulties with assignments or the course, in general.
 - assisting students to develop time management and study skills that will help them succeed in the current dual credit online course and enhance their readiness for future college courses.
 - reminding students that as EPCC students they have access to all student support services, such as libraries, computer labs, tutoring labs, etc.