

## Appendix C: WSU Faculty Responsibilities

- As soon as possible, the WSU faculty member is asked to open a dialogue (phone or email) with the facilitator (e.g. high school instructor) about basic course matters and answer basic questions in advance of formal orientation.
- The WSU faculty member will either (a) attend the College Credit Plus faculty orientation on the WSU campus with the facilitator, or (b) cover the following items with the facilitator
  - provide background to the course and student expectations
  - review the course syllabus, course materials and course grading criteria with the facilitator
  - assist the facilitator in obtaining access to course materials
  - establish regular correspondence schedule with the facilitator
- During the term, the WSU faculty member will, if applicable,
  - provide the examinations, course projects, homework assignments, and other student requirements
  - provide grading rubrics when assignments are graded by the facilitator work with facilitator on identifying students that are struggling and may need academic advising
  - make at least one visit to the high school to observe the class and submit a visit report to the College Credit Plus office
  - answer any questions or concerns from the facilitators about the course, curriculum, and student expectations
  - administer student course evaluations following Wright State policies