

INSTRUCTOR GUIDE TO DUAL CREDITS

DC Dual
Credit
School College Work Initiative

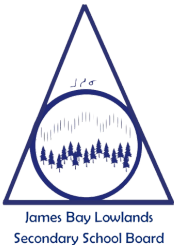


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A message from the chair,

Welcome to the School College Work Initiative (SCWI) Program offered in partnership with Northern College! As the Chair of the Regional Planning Team (which includes the College as well as our partner School Boards), but also as the Dean of Technology & Trades, I am thrilled to be able to welcome you to this program. We are pleased to be part of a team that provides students with the opportunity to succeed both in their completion of their high school diploma, but also in their pursuit of future post-secondary opportunities. SCWI has a long standing history of working with students as they achieve their fullest potential – and Northern College is pleased to be a partner as we strive to ensure success for all through learning and partnerships. Whether your are a new faculty member joining our team as you begin a new course, or a student joining the program for the first time and exploring your options for the future, we will be here to support you every step of the way. I hope that you find this experience rewarding and challenging, and we are honored that you have allowed Northern College and the SCWI Team to be a part of your next step towards your future!

- David Francis

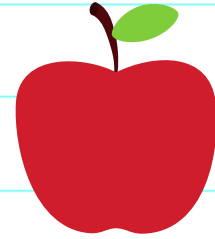
What is a Dual Credit?



The dual credit program is a unique learning opportunity where Secondary School Boards and Colleges work together to provide students the opportunity to take a post-secondary credit that counts towards a high school diploma. This means that students have the opportunity to earn a college credit and a high school credit by participating in a single class. The dual credit program is intended to encourage students to reach their potential, complete their secondary school education, and explore new pathways. Dual credit courses are offered by Northern College, taught by college instructors, and reflective of college-level curriculum.

Students must apply and be accepted into the program based on specific criteria (primary target group, SHSM, OYAP).

Benefits of Dual Credits



Benefits of Taking a Dual Credit

There are many benefits to taking a dual credit course:

- Students get to experience a college environment, while still in high school
- Students may explore a variety of pathways
- Students can learn more about a future career
- Students also get to earn college credits while still in high school
- College tuition is paid for by the Government of Ontario, and students have the opportunity to experience college
- Students are provided access to free transportation while in the program. Student textbooks and supplies are provided

Benefits of Teaching a Dual Credit

Whether you are an existing college employee, or you are new to teaching at Northern College, there are many benefits to teaching a dual credit course. Students enrolled in the dual credit program are at a significant risk of not graduating high school. By joining the dual credit team, you:

- Make a difference in the lives of the young adults you teach
- Help students 'cross the finish line' and achieve their full potential
- Guide them to pathways they previously thought impossible

While teaching a dual credit course can be challenging, it is a rewarding experience to make a difference in the lives of each student that you teach.

Accessibility

Accessibility Services ensures that the academic environment is accessible. Accessibility ensures that barriers to learning are identified and resources are offered to support learning.

- Accessibility is open from 8 a.m. - 4 p.m., Monday to Friday
- Unidentified IEP are respected and honoured
- It is best for a student to contact Accessibility themselves, because a release form must be completed before accommodation is issued



Students with an IEP (Individual Education Plan)

IEPs are assessed and developed by the student's high school, and Northern College strives to honour all IEPs. If a student requires accommodation, please reach out to the dual credit teacher and SCWI liaison.

Each student IEP is different, and the process of accommodating each student IEP may vary. School boards and Northern College are committed to ensuring all students have the tools they need to succeed. Some accommodations you may encounter are:

- Note-taking for lectures
- Access to alternate format materials such as textbooks in electronic format
- Extended time for tests and exams
- Tests and exams in a quiet place (outside the classroom)

Haileybury Campus

Tel: 705-672-3376 ext. 1-8818

jibbw@northern.on.ca

Moosonee Campus

Tel: 705-336-2913 ext. 1-5603

smallw@northern.on.ca

Kirkland Lake Campus

Tel: 705-567-9291 ext 1-3625

connorsk@northern.on.ca

Timmins Campus

Tel: 705-235-3211 ext. 1-2237

lecuyers@northern.on.ca

Helpful Tips

There are several methods to ensure dual credit classroom success. The dual credit program places a strong emphasis on communication, knowledge and relationship building.



Communicate

Maintaining communication between the SCWI liaison, dual credit teacher and your students is essential. The dual credit program thrives through careful listening, cooperation and joined planning.



Know your students

Each student in the dual credit program is different. Taking the time to get to know your students and tailoring your classroom to their success makes a significant difference.



Build relationships

Build a relationship with your students, and provide them with a contact they feel safe asking for additional help or guidance if needed.

Attendance and Punctuality



Regular attendance and punctuality in dual credit classes is essential for overall success. Missing more than three Dual Credit classes will make it difficult to recover college-level material. **For this reason, if a student misses more than three Dual Credit classes, they will be removed from the program.**

Practical courses require good attendance and being prepared each day to participate in the learning environment. Colleges have attendance and punctuality requirements that are expected to be followed. Participating in classroom activities, discussions, and completing all work assignments are essential to ensure success in dual credit classes.

It is the responsibility of the student to notify the college instructor, dual credit teacher or guidance counselor of any upcoming absences. Participation in school sports, events, and social activities do not supersede academic expectations at the College.

It is part of your responsibility as a dual credit instructor to keep track of student attendance. This does not have to be a formal process, just a quick note-to-self when a student fails to appear in class. If a student misses more than three classes, please notify the dual credit liaison, and dual credit teacher immediately. Student records are time sensitive, and a student is at risk of receiving an “F” on their OST and college transcript if the withdrawal is not processed accordingly.

Course Withdrawal

All attempts at a dual credit course, both successful and unsuccessful, will be recorded on the student's Ontario Student Transcript (OST). The College's deadline for withdrawal without academic penalty will be observed (equivalent to "day ten"). If the student withdraws after the college's "day ten" deadline, a "W" is entered in the "Credit" column and the percentage grade at the time of withdrawal is not recorded in the "Percentage Grade" column on your OST. A course dropped after the academic deadline (approximately mid-way through the semester) will receive the grade earned to that point on the student's OST and normally an "F" on the college transcript.

If a student is no longer attending class, please notify the dual credit liaison, and dual credit teacher immediately so the withdrawal record can be completed. A guidance counselor or dual credit teacher will submit a withdrawal form, and the student can be then removed from the course.

Deadline for Withdrawal	Grade on Transcript
Within the first 6 hours of course delivery (Typically 12.5% of course content)	The student is withdrawn with no record on the college transcript
Between 7-30 hours of course delivery (typically 13-65% of course content)	The student is withdrawn and "W" is placed on the college transcript
Between 31- 45 hours of course delivery (typically 66-100% of course content)	The student is withdrawn and a "0" is placed on the college transcript

Responsibilities of a Dual Credit Teacher

The dual credit teacher is an important contact between Northern College and the various school boards that compose the N.E.X.T. team. They are responsible for tracking student attendance, providing assistance to students when required, and maintaining a relationship of support throughout the semester. The dual credit teacher will introduce themselves on the first class, check in throughout the semester, and provide guidance and tools to guarantee student success.



Textbooks and Supplies

Dual Credit students receive their college textbooks and necessary supplies free of charge. It is the responsibility of the student to take care of the textbooks and supplies provided to them. If they lose their supplies or textbook, a replacement might not be issued.

Students attending classes at the Porcupine Campus will receive their textbooks in person on the first day of class. Students attending classes in Moosonee, Haileybury or Kirkland Lake Campus will have their textbooks shipped directly to campus for the first day of class.

Transportation

If required, students are provided with a method of transportation that guarantees they arrive to class on time. Occasionally hiccups with scheduling occur; however hiccups are the exception and students have the tools to be on time to class. If you would like a copy of the transportation schedule, please reach out to the dual credit liaison.

Snow Days



If the secondary school has announced a snow day where school buses are cancelled, then students are not required to come to class (unless directed otherwise). Always clarify your expectations with your students. Please be advised that it is dangerous for students to travel in poor weather conditions, and unless attendance for a particular day is absolutely necessary, it is recommended that students stay at home.

You have the option of extending the semester to makeup for missed time, assigning homework, or skipping the material missed if no more than four hours of classtime is cancelled.



Submitting Grades

Please submit your grades no later than one week after the last day of class. Please input the final grade as a percentage only. Once the grade is determined, please forward your grades to the following:

Timmins, Kapuskasing, Cochrane –
piriea@northern.on.ca

Moosonee, Moose Factory –
piriea@northern.on.ca

Haileybury, New Liskeard –
leppalat@northern.on.ca

Kirkland Lake –
Respective campus student services

Grade Breakdown

80 - 100% | A

Excellent: outstanding performance.

70 - 79% | B

Good: better than average achievement.

60 - 69% | C

Satisfactory: achievement sufficient to enable student to progress with confidence in the course.

50 - 59% | D

Marginal: minimum acceptable level of achievement.

Accessing the Northern College Network

As a college instructor, you are expected to setup your college issued e-mail address. Your Confirmation of Pay and tax documents will be sent to this address only. To access the Northern College Network, you will have to log in first through Citrix.

To access Citrix, please visit the Northern College Homepage (<http://www.northernc.on.ca>) and click on 'Citrix' in the top left corner.



After you log in through Citrix for the first time, you can Access Webmail through the Employee Portal.

Citrix | Indigenous Website | Student Portal | LEID | AODA Training | Employee Portal

N Northern COLLEGE

Admissions ▾ Programs ▾ Continuing Education ▾ Distance Learning ▾

Password and Username Format:

Example Format for **John Smith**

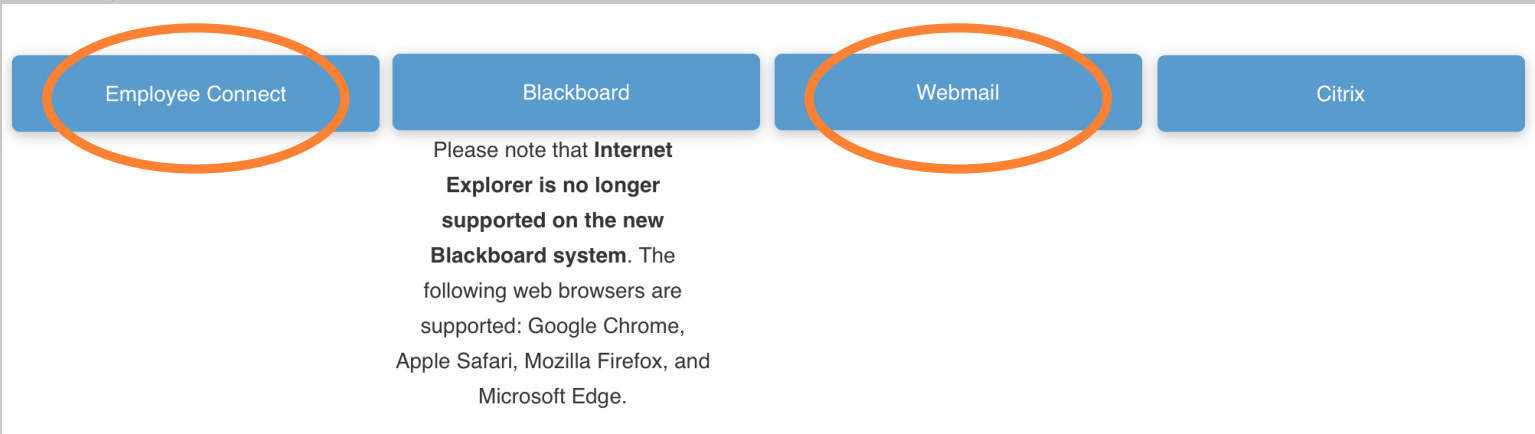
Username: last name and first initial (**smithj**).

Password: the uppercase letter of your first initial, followed by your employee number, followed by the lower case of your last initial (**S12345678j**).

Employee Connect

Use Employee Connect to input your timesheet. See the next page for instructions.

Use Webmail to access your Northern College issues e-mail address.



Payroll

Once your Employee Assignment is created, you will have access to the Northern College network. All time sheets are submitted electronically via Employee Connect located on the top left corner of the Northern College homepage (see previous page). It is your responsibility to submit your time sheet through Employee Connect prior to the Pay Period Ending, in order to avoid a delay in pay.

Northern College issues pay every two-weeks. All late time sheets will be paid on the following pay date. Please see the attached pay schedule for Pay Period Endings.

See the next page for detailed instructions.

Welcome to Northern College's Employee Connect

Network Account

← Enter your Citrix credentials here.

Network Password

*Password is case sensitive

Sign In

1

Step One: Once you have logged in once with Citrix, you will be able to access Employee Connect via the Employee Portal. Enter your Northern College credentials. Your Network Account login and Network Password will be the same as your Citrix credentials.

Home

Absences ▾

Finance ▾

Folder

Payroll ▲

PD ▾

Profile ▾

2

Step Two: Click on *Payroll*, a drop down menu will appear. In the drop down menu, click *Additions to Pay (Overtime, Casual...)*

Deposits/Cheques

Additions to Pay (Overtime, Casual...)

TD1

Time Worked Details

3

Step Three: Select your job in the drop down menu, and click add. You will be directed to a new screen.

Additions to Pay

Addition to Pay Job:

* No Job Selected *

Add

1

Pay Type: * No Pay Type Selected *

Location: Campbell Sarah

Date: 09/25/2019

Start Time:

Stop Time:

Quantity: 000.00

Rate:

Total:

Category:

Maximum Entry Date:

Description:

Save Add a line Add a line - copy previous

4

Step Four: Enter your pay. You are required to enter the time you worked on each day separately. Once you are finished with the hours you worked on a single day, click *Add a line* to enter the hours you worked on a different day.

5

Step Five: Once you have entered all of your worked hours, click save. Once you click save, your timesheet will be ready for approval.

Pay Schedule

Pay Period Start Date (Week 1)	Pay Period End Date (Week 2)	<i>Deadline for Employee to Submit Requests to Manager</i>	<i>Deadline for Manager to Approve Requests</i>	PAY DATE
December 6, 2020	December 19, 2020	December 16, 2020	December 17, 2020	December 31, 2020
December 20, 2020	January 02, 2021	January 04, 2021	January 06, 2021	January 15, 2021
January 03, 2021	January 16, 2021	January 18, 2021	January 20, 2021	January 29, 2021
January 17, 2021	January 30, 2021	February 01, 2021	February 03, 2021	February 12, 2021
January 31, 2021	February 13, 2021	February 16, 2021	February 17, 2021	February 26, 2021
February 14, 2021	February 27, 2021	March 01, 2021	March 03, 2021	March 12, 2021
February 28, 2021	March 13, 2021	March 15, 2021	March 17, 2021	March 26, 2021
March 14, 2021	March 27, 2021	March 29, 2021	March 31, 2021	April 09, 2021
March 28, 2021	April 10, 2021	April 12, 2021	April 14, 2021	April 23, 2021
April 11, 2021	April 24, 2021	April 26, 2021	April 28, 2021	May 07, 2021
April 25, 2021	May 08, 2021	May 10, 2021	May 12, 2021	May 21, 2021
May 09, 2021	May 22, 2021	May 25, 2021	May 26, 2021	June 04, 2021
May 23, 2021	June 05, 2021	June 07, 2021	June 09, 2021	June 18, 2021
June 06, 2021	June 19, 2021	June 21, 2021	June 23, 2021	July 02, 2021
June 20, 2021	July 03, 2021	July 05, 2021	July 07, 2021	July 16, 2021
July 04, 2021	July 17, 2021	July 19, 2021	July 21, 2021	July 30, 2021
July 18, 2021	July 31, 2021	August 03, 2021	August 04, 2021	August 13, 2021
August 01, 2021	August 14, 2021	August 16, 2021	August 18, 2021	August 27, 2021
August 15, 2021	August 28, 2021	August 30, 2021	September 01, 2021	September 10, 2021
August 29, 2021	September 11, 2021	September 13, 2021	September 15, 2021	September 24, 2021
September 12, 2021	September 25, 2021	September 27, 2021	September 29, 2021	October 08, 2021
September 26, 2021	October 09, 2021	October 12, 2021	October 13, 2021	October 22, 2021
October 10, 2021	October 23, 2021	October 25, 2021	October 27, 2021	November 05, 2021
October 24, 2021	November 06, 2021	November 08, 2021	November 10, 2021	November 19, 2021
November 07, 2021	November 20, 2021	November 22, 2021	November 24, 2021	December 03, 2021
November 21, 2021	December 04, 2021	December 06, 2021	December 08, 2021	December 17, 2021
December 05, 2021	December 18, 2021	December 16, 2021	December 17, 2021	December 31, 2021



Reporting an Issue and Communication

We are here to help and support you as you work through the semester. If you have any questions or concerns, please reach out to either the coordinator or dual credit liaison.

We ask that you maintain an open line of communication with the school board members that are involved in the dual credit program. If a dual credit teacher or guidance counsellor reaches out to you regarding the success of their students, please do your best to provide them with a response.

N.E.XT is a partnership between Northern College and several school boards therefore, you may have several dual credit teachers and/or guidance counselors reach out to you regarding the same class.

Welcome to the dual credit team! A warm thank you from - District School Board Ontario North East, James Bay Lowlands Secondary School Board, Northeastern Catholic School Board, Northern College, and The School College Work Initiative