

PVCC

DUAL ENROLLMENT

INSTRUCTOR

GUIDE



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Dual Enrollment Instructor Steps for Approval Process

1. Submit (mail or electronically) copies of your official transcripts (graduate and undergraduate) and a statement of what PVCC courses you are interested in teaching to the Director of Dual Enrollment.

Shawn Anderson
Interim Director of Dual Enrollment
Piedmont Virginia Community College 501 College Drive
Charlottesville, VA 22902 sanderson@pvcc.edu

2. Send a copy of your resume to the Shawn Anderson, Director of Dual Enrollment (sanderson@pvcc.edu.)
3. Submit copies of any trade and industry certifications if they are relevant for the dual enrollment class.
4. The application, official transcripts and other documentation will be reviewed by the appropriate college dean and the Vice President for Instruction and Student Services for final eligibility approval. This process can take from one to four weeks. Approval must be obtained prior to the start of the high school teaching term.

Instructor Responsibilities

1. Review the “General Guidelines for Dual Enrollment Instructors”
2. Submit course syllabus (should align with PVCC requirements)
3. Follow the guidelines provided on the Dual Enrollment Calendar (found on DE website)
4. Using the Student Information System (SIS), verify student class rosters, submit and confirm grades
5. Confirm that classroom textbooks and resources are approved by the PVCC academic division dean, department chair or faculty contact.
6. Ensure that all required PVCC course content, as determined by the PVCC academic division dean, department chair or faculty contact, is appropriately included with the high school curriculum.
7. Allow students to complete course evaluations during designated class time.

When the required documents have been received, the information is reviewed by the academic division dean and the Vice President for Instruction and Student Services. This process can take from 1-4 weeks. You will receive notification from the college via e-mail when the process is completed.

Requirements to Teach DE Courses Vary by Subject		
Course Type	Academic Requirements	Occupational Experience
Part of an A.S. Degree Transfers to a 4-year college	Master's in field or Master's with 18 graduate semester hours in teaching field	0 years
Part of an A.A.S. Degree	Bachelor's in teaching field or Associate's in the teaching field with demonstrated competency in teaching field.	2 years
Non-Associate Degree Occupational Fields	H.S. diploma or equivalent; Associate's or equivalent in teaching field preferred.	5 years current experience

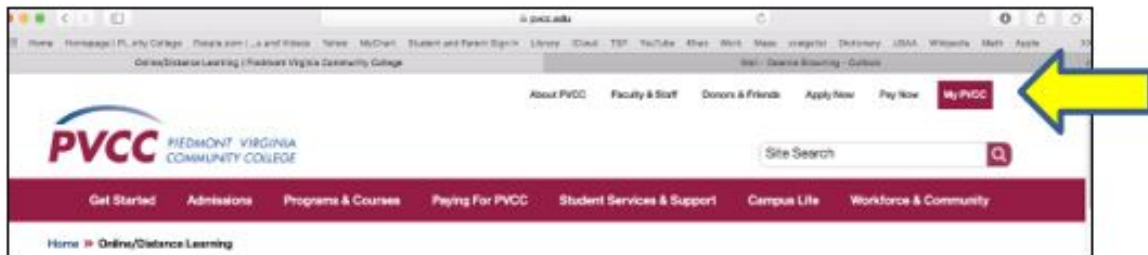
General Instructor Guidelines

1. Must review the guidelines for using the PVCC computer system and submit annually an updated Security Awareness Training accessible through *MyPVCC* (instructions on website: www.pvcc.edu/dual-enrollment-instructors). Failure to do so would prohibit use of the college's Student Information System (SIS) which is required to access class rosters and for grade entry.
2. Must support the college policies/procedures for dual enrollment including:
 - a. Submitting an electronic copy of the course syllabus to the dual enrollment coordinator and the program head prior to the start of the dual enrollment class (refer to the dual enrollment course syllabus template found in Canvas – guide on next page)
 - b. Verify that class rosters are correct at the end of the enrollment, drop/add and withdrawal periods.
 - c. Print and sign a copy of the class roster at the end of the drop/add period and submit it to the college's dual enrollment coordinator. This will serve as verification of enrollment for the billing of tuition to the school division
 - d. Enter grades at the end of each semester
 - e. Submit an electronic copy of the final assessment used for the dual enrollment class. All dual enrollment classes must have a final exam or equivalent project.
3. Communicate with the designated PVCC faculty liaison (Academic Dean, Department Chair or faculty contact) at least once a semester (in person, e- mail or via telephone)
4. Provide instruction and classroom time for students to complete Course Evaluations of the instructor and class.
5. Follow the course outlines prepared and approved by PVCC.
6. Notify the college dual enrollment coordinator prior to any extended absences or leaves

Faculty Resources and Syllabus Template

PVCC provides Canvas instruction and other teaching resources through Canvas Courses. Instructors can access these through MYPVCC.

- Log into MyPVCC (www.pvcc.edu – top right corner)

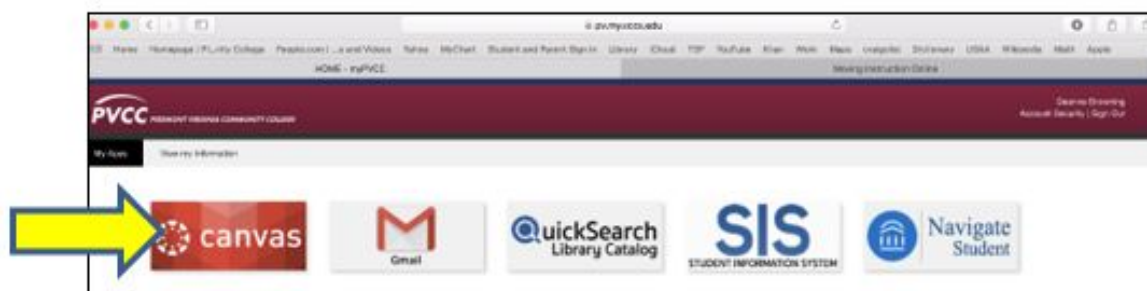


- Need help logging onto MYPVCC?
To Change/Reset Your Password:

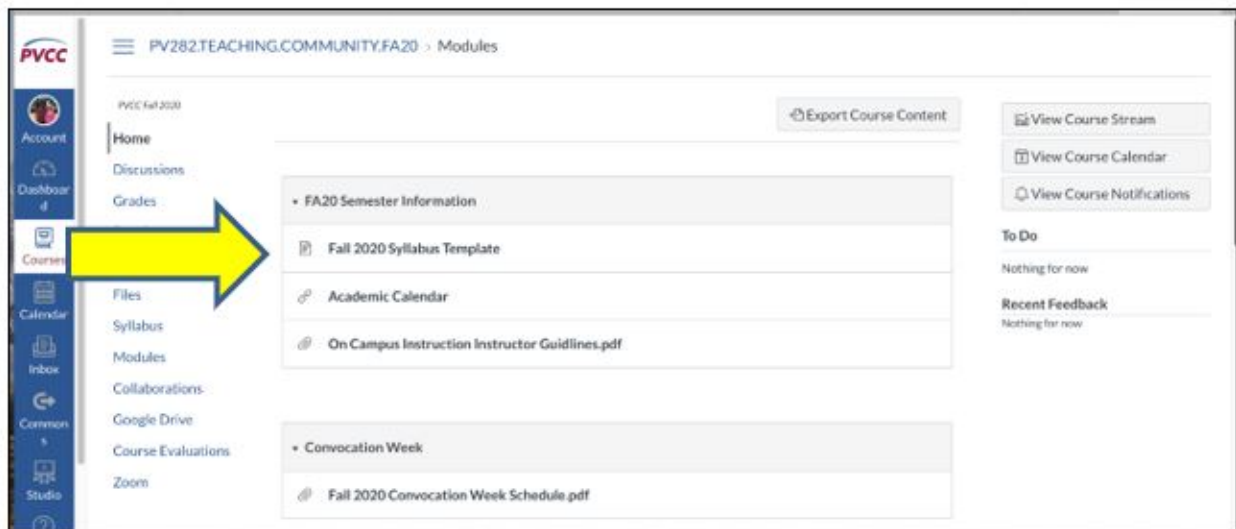
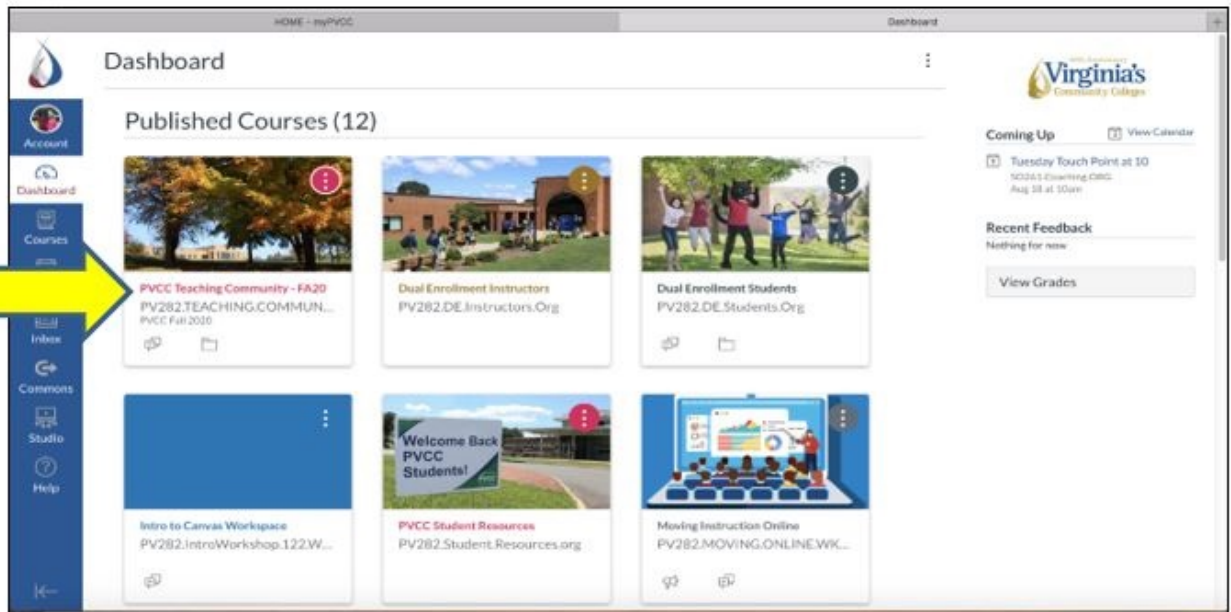
1. Go to www.pvcc.edu.
2. Click [MyPVCC](#).
3. Click Look up your username and set your password.
4. Enter the information requested.

Need technical support? Call the Help Desk at 434.961.5261 or email help@pvcc.edu.

- Click on Canvas



- Go to your Canvas Dashboard:



Instructor Checklist

_____ Submitted syllabus to PVCC Dual Enrollment Coordinator and to Canvas course (see pp. 6-7 for instructions to locate syllabus template)

_____ Verified that the class roster is correct

_____ Submitted grades in SIS Faculty Center

_____ Had students complete the course evaluation form (online)

Class Procedures for Verifying Class Rosters

Once you receive your dual enrollment class rosters, be sure to:

- Check each student's name and verify that he/she should be registered for your class.
- Determine if there are any students who are not on the class roster who should be registered for the class.
- Determine if there are any students on your class roster who should not be in your dual enrolled class.

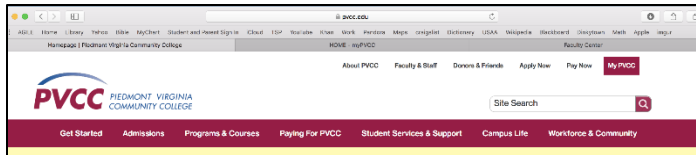
Report any discrepancies to Shawn Anderson at sanderson@pvcc.edu, as soon as possible, so those students may be dropped from or added to the class.

NOTE: Your school will be billed for the students who are listed on your class roster(s); as a result, rosters should be as accurate and correct as possible, so no rebilling needs to occur.

By the end of the drop/add period (consult the dual enrollment calendar found within this guide), your class roster should list the correct number of students registered for your dual class(es).

Grade Reporting

- Log into MyPVCC (www.pvcc.edu – top right corner)





- Click on SIS (Student Information System)



- Click on Faculty Center by default, you should see your current Class schedule, if not you will need to change the term.

**If you teach at more than one community college you must set the user preferences to PVCC: (under Campus Personal Information/User preference)

- To view Class Roster, click on 
- Please check class roster to ensure that it is correct. If it is incorrect, please contact sanderson@pvcc.edu before entering grades.
- To View Grade Roster, click on 
- In the Roster Grade Column before entering Grades, select the “Not Reviewed”
- Enter all student Grades and hit the “SAVE” button.
- Then select the “Ready to Review” and verify grade entries. Hit the “SAVE” button again.
- Finally select “Approved”, then hit the “SAVE” button at the bottom of the page.

IMPORTANT

You must SAVE after Grade Approval

If you have a student that has not completed work prior to the due date for grades, please contact sanderson@pvcc.edu before entering grades. PLEASE REFRAIN FROM USING "INCOMPLETES" IN THESE INSTANCES.

HS Dual Enrollment Calendar

****2020-21 Dates not confirmed for some schools. Will be updated here****

Class Start Date: Rosters are due prior to the start date of the PVCC class.

Last day to ADD or DROP a class: Teachers need to print out their PVCC SIS class roster and verify that it is correct. Billing to the school divisions will initiate after this date.

Last day to WITHDRAW from a class (no refund to school division; student will have a “W” on their transcript providing they are passing the class at the time of withdrawal)

Albemarle County Public Schools (Albemarle, Monticello, Murray, Western Albemarle)		
	FALL	SPRING
09/08 – 11/5 First 8 Week Courses	Rosters Due by: 08/25 Add Deadline: 09/15 Drop Deadline: 09/16 Withdraw Deadline: 10/12 Course Evals Due: 10/22 – 11/5	
11/9 – 01/26 Second 8 Week Courses	Rosters Due by: 10/26 Add Deadline: 11/16 Drop Deadline: 11/20 Withdraw Deadline: 12/26 Course Evals Due: 1/18-1/26	
Spring Dates TBD		Rosters Due by: Add Deadline: Drop Deadline: Withdraw Deadline: Course Evals Due:

Blue Ridge School		
	FALL	SPRING
8/27/20-5/28/21	Rosters Due by: 08/20 Add Deadline: 9/11 Drop Deadline: 10/7 Withdraw Deadline: 2/8/21 Course Evals Due: 5/17-5/8	

Charlottesville City Schools (Charlottesville)		
	FALL	SPRING
09/08/20- 1/29/21 First Semester	Rosters Due by: 8/25 Add Deadline: 9/15 Drop Deadline: 9/29 Withdraw Deadline: 12/3 Course Evals Due: 1/18-1/29/21	
9/08/20 – 6/11/2021 Year Long Courses	Rosters Due by: 8/25 Add Deadline: 9/22 Drop Deadline: 10/19 Withdraw Deadline: 2/21/21 Course Evals Due: 5/25-6/11	
Second Semester TBD		Rosters Due by: Add Deadline: Drop Deadline: Withdraw Deadline: Course Evals Due:

CATEC		
	FALL	SPRING
TBD	Rosters Due by: Add Deadline: Drop Deadline: Withdraw Deadline: Course Evals Due:	

Fluvanna County Public Schools (Fluvanna)		
	FALL	SPRING
9/8/20 – 1/28/21 First Semester Courses	Rosters Due by: 8/25 Add Deadline: 9/15 Drop Deadline: 9/29 Withdraw Deadline: 12/2 Course Evals Due: 1/18- 1/28/20	
Second Semester Courses TBD	Rosters Due by: Add Deadline: Drop Deadline: Withdraw Deadline: Course Evals Due:	

Fork Union Military Academy		
	FALL	SPRING
08/24 – 09/29 (Term 1)	Rosters Due by: 08/10 Add Deadline: 8/26 Drop Deadline: 8/29 Withdraw Deadline: 9/15 Course Evals Due: 09/22 – 9/29	
10/01 – 11/18 (Term 2)	Rosters Due by: 9/17 Add Deadline: Drop Deadline: Withdraw Deadline: Course Evals Due: 11/11 – 11/18	
12/07 – 02/11 (Term 3) No offerings in 2020-21	Rosters Due by: Add Deadline: Drop Deadline: Withdraw Deadline: Course Evals Due:	
02/05– 03/26 (Term 4)		Rosters Due by: 1/21 Add Deadline: Drop Deadline: Withdraw Deadline: Course Evals Due:
04/06 – 05/20(Term 5)		Rosters Due by: 03/22 Add Deadline: Drop Deadline: Withdraw Deadline: Course Evals Due:

Greene County Public Schools (William Monroe)		
	FALL	SPRING
9/8/20 – 2/3/21 Semester 1	Rosters Due by: 8/25 Add Deadline: 9/15 Drop Deadline: 9/30 Withdraw Deadline: 12/6 Course Evals Due: 1/20 – 2/3	
2/4/21 – 6/1/21 Semester 2		Rosters Due by: 1/26 Add Deadline: Drop Deadline: Withdraw Deadline: Course Evals Due:

Louisa County Public Schools (Louisa)		
	FALL	SPRING
08/24 – 10/16	Rosters Due by: 08/10 Add Deadline: 08/27 Drop Deadline: 09/01 Withdraw Deadline: 09/25 Course Evals Due: 10/09– 10/16	
10/19 – 12/18	Rosters Due by: 10/05 Add Deadline: 10/22 Drop Deadline: 10/28 Withdraw Deadline: 11/24 Course Evals Due: 12/10 – 12/18	
08/24– 12/21	Rosters Due by: 08/10 Add Deadline: 08/27 Drop Deadline: 09/11 Withdraw Deadline: 11/04 Course Evals Due: 12/14 – 12/21	
01/08 – 03/09 (TBD)		Rosters Due by: Add Deadline: Drop Deadline: Withdraw Deadline: Course Evals Due:
03/14 – 05/25 (TBD)		Rosters Due by: Add Deadline: Drop Deadline: Withdraw Deadline: Course Evals Due:
01/08 – 05/25 (TBD)		Rosters Due by: Add Deadline: Drop Deadline: Withdraw Deadline: Course Evals Due:

Canvas

PVCC utilizes the Learning Management System called Canvas and there are minimum requirements that are set for Dual Enrollment instructors. These include the following:

1. Instructor Presence
2. Grades
3. Syllabus
4. Publish

Instructor Presence

- Welcome Announcement
- Instructor Bio
- Contact Information/Office Hours
- Instructor Interaction Plan

Grades

- Add assignments to the LMS
- Use the LMS gradebook
- Post grades in a timely manner

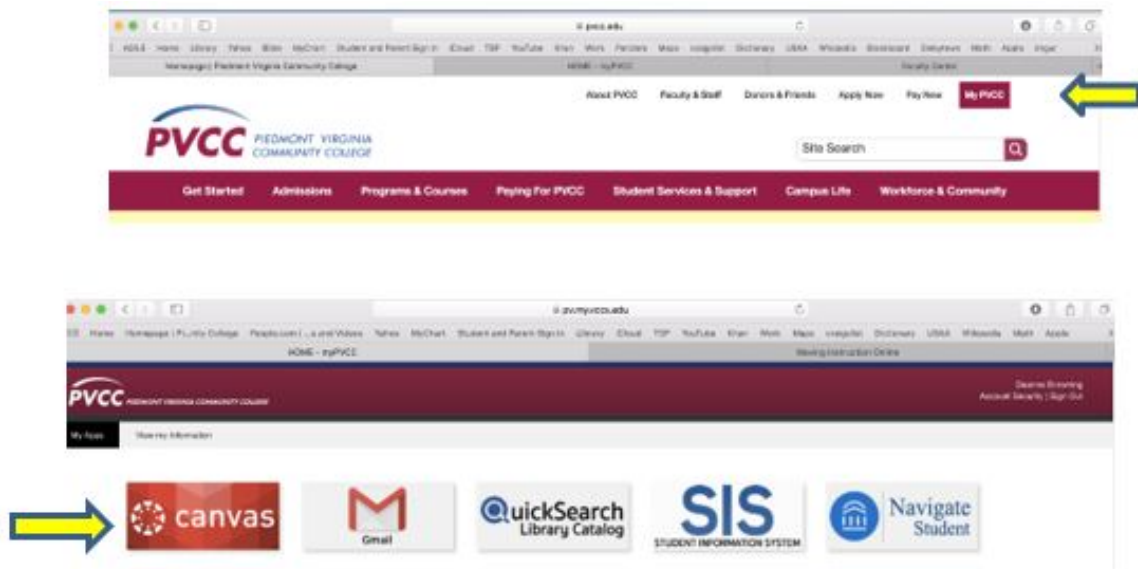
Syllabus

- Use the Canvas Syllabus tool
- Roadmap to success
- Course expectations/guidelines

Publish

- Make course available to students
- Make course components available to students

For more detailed information regarding Canvas requirements and tutorials, access the Dual Enrollment Instructors course by logging into your MyPVCC account through the webpage (www.pvcc.edu):



PVCC Contacts

Please direct all inquiries regarding academic standards, course content, grading, student evaluations, or other matters related to the teaching of your particular subject to the appropriate dean.

Humanities, Fine Arts and Social Sciences

Dr. Leonda Keniston, Dean
lkeniston@pvcc.edu 434.961.5380

Business, Math and Technologies

Mr. Olugbemiga Adekunle, Dean
oadekunle@pvcc.edu 434.961.5348

Health and Life Sciences

Ms. Nicole Winkler, Dean
nwinkler@pvcc.edu 434.961.5427

Please direct all inquiries regarding class scheduling, student registration for dual enrollment classes or any DE administrative issue to Shawn Anderson at sanderson@pvcc.edu.

In order to access the contact information for any faculty member, please click [here](#) and search by name.

BMT Division - Mr. Olugbemiga Adekunle, Academic Dean			
Subject	Course	Course Title	Faculty Mentor
ADJ	100	Survey of Criminal Justice	
ADJ	130	Introduction to Criminal Law	
ADJ	227	Constitutional Law for Justice Personnel	
BUS	116	Entrepreneurship	Salvatore Moschella
BUS	200	Principles of Management	Salvatore Moschella
CAD	151	Engineering Drawing Fundamentals I	Eric Bredder
EGR	121	Foundations of Engineering	Erica Fultz
EGR	122	Engineering Design	Erica Fultz
ETR	113	DC and AC Fundamentals I	Eric Bredder
ETR	114	DC and AC Fundamentals II	Eric Bredder
ETR	140	Introduction to Mechatronics	Eric Bredder
ETR	149	PC Repair	Eric Bredder
ETR	164	Upgrading & Maintaining PC Hardware	Eric Bredder
FIN	107	Personal Finance	Salvatore Moschella
HRI	106	Principles of Culinary Arts I	
HRI	119	Applied Nutrition for Food Services	
HRI	128	Principles of Baking	

BMT Division - Mr. Olugbemiga Adekunle, Academic Dean			
Subject	Course	Course Title	Faculty Mentor
HRI	158	Sanitation and Safety	
HRI	218	Fruit, Vegetable, and Starch Preparation	
HRI	219	Stock, Soup, and Sauce Preparation	
ITD	110	Web Page Design I	Bruce Robinson
ITD	210	Web Page Design II	Bruce Robinson
ITE	119	Information Literacy	Bruce Robinson
ITE	215	Advanced Computer Applications and Integration	Bruce Robinson
ITN	101	Introduction to Network Concepts	Bruce Robinson
ITN	106	Microcomputer Operating Systems	Bruce Robinson
ITN	111	Server Administration	Bruce Robinson
MTH	154	Quantitative Reasoning	Karen Overman
MTH	161	PreCalculus I	Karen Overman
MTH	167	PreCalculus with Trigonometry	Karen Overman
MTH	245	Statistics I	Karen Overman
MTH	261	Applied Calculus I	Karen Overman
MTH	263	Calculus I	Karen Overman
MTH	264	Calculus II	Karen Overman
MTH	265	Calculus III	Karen Overman
MTH	267	Differential Equations	Karen Overman
SAF	130	Industrial Safety-OSHA 10	Eric Bredder

HLS Division - Ms. Nicole Winkler, Academic Dean			
Subject	Course	Course Title	Faculty Mentor
BIO	101	General Biology I	Anne Allison
BIO	102	General Biology II	Anne Allison
BIO	106	Life Science	Anne Allison
BIO	107	Biology of the Environment	Anne Allison
BIO	145	Human Anatomy and Physiology for the Health	Virginia York
CHM	111	College Chemistry I	Frances Rees
CHM	112	College Chemistry II	Frances Rees
EMS	111	Emergency Medical Technician	Ethan Clark
EMS	120	Emergency Medical Technician	Ethan Clark
HCT	101	Health Care Technician I	Kelly Farnsworth
HCT	102	Health Care Technician II (Lab)	Kelly Farnsworth
HLT	100	First Aid and Cardiopulmonary Resuscitation	Ethan Clark
HLT	125	Anatomy and Physiology for Exercise Science	Virginia York
HLT	130	Nutrition and Diet Therapy	
HLT	141	Introduction to Medical Terminology	Stacy Whittington
HLT	195	Intro to Pharmacy Tech	Krystal Green
HLT	250	General Pharmacology	Krystal Green

HLS Division - Ms. Nicole Winkler, Academic Dean			
Subject	Course	Course Title	Faculty Mentor
HLT	261	Basic Pharmacy I	Krystal Green
HLT	262	Basic Pharmacy II	Krystal Green
HLT	263	Basic Pharmacy I Lab	Krystal Green
HLT	264	Basic Pharmacy II Lab	Krystal Green

HFASS Division - Dr. Leonda Keniston, Academic Dean			
Subject	Course	Course Title	Faculty Mentor
ART	101	History and Appreciation of Art I	Beryl Solla
ART	121	Drawing I	Beryl Solla
ART	122	Drawing II	Beryl Solla
CST	131	Acting I	Brad Stoller
ENG	111	College Composition I	Jessica Kingsley
ENG	112	College Composition II	Jessica Kingsley
ENG	243	Survey of English Literature	Jessica Kingsley
ENG	244	Survey of English Literature II	Jessica Kingsley
HIS	121	United States History I	Jennifer Tomas
HIS	122	United States History II	Jennifer Tomas
MUS	121	Music Appreciation	Bridgid Eversole
PLS	211	U.S. Government I	Connie Jorgensen
PLS	212	U.S. Government II	Connie Jorgensen
PLS	241	International Relations I	Connie Jorgensen
PLS	242	International Relations II	Connie Jorgensen
PSY	200	Principles of Psychology	Michael Rahilly
PSY	215	Abnormal Psychology	Michael Rahilly
PSY	230	Developmental Psychology	Michael Rahilly
REL	215	New Testament and Early Christianity	Kit Decker
REL	216	Life and Teachings of Jesus	Kit Decker
SDV	100	College Success Skills	Todd Parks
SOC	200	Principles of Sociology	Kim Hoosier
SOC	268	Social Problems	Kim Hoosier
SPA	101	Beginning Spanish I	Kit Decker
SPA	102	Beginning Spanish II	Kit Decker