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
  o provide background to the course and student expectations
  o review the course syllabus, course materials and course grading criteria with the facilitator
  o assist the facilitator in obtaining access to course materials
  o establish regular correspondence schedule with the facilitator
• During the term, the WSU faculty member will, if applicable,
  o provide the examinations, course projects, homework assignments, and other student requirements
  o provide grading rubrics when assignments are graded by the facilitator
  o work with facilitator on identifying students that are struggling and may need academic advising
  o make at least one visit to the high school to observe the class and submit a visit report to the College Credit Plus office
  o answer any questions or concerns from the facilitators about the course, curriculum, and student expectations
  o administer student course evaluations following Wright State policies