**Ready for your Team-taught College Dual Credit class?**

**COLLEGE INSTRUCTOR VERSION**

**If you can check off all the below you are ready for your Team-taught Dual Credit College class!**

**If there are any of the below that you cannot check off contact us at** [**dualcredit@algonquincollege.com**](mailto:dualcredit@algonquincollege.com)**.**

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| **Check off if complete** | **Get ready items** |
|  | The Team-taught resources found here <http://www.algonquincollege.com/ap/team-taught-resources/> have been reviewed |
|  | I have connected with my High School counterpart and to begin planning the intial curriculum alignment and schedule plan |
|  | I know to whom I submit my timesheet for my teaching hours |
|  | I know how to submit for 6 hours of meeting time with my High School counterpart |
|  | I know who my Academic Program Coordinator is |
|  | I know who my Academic Chair is |
|  | I know who the Dual Credit Coordinator is ☺ |
|  | I have the form required to submit for mileage reimbursement for travel to the HS site (send to [dualcredit@algonquincollege.com](mailto:dualcredit@algonquincollege.com)) |
|  | I have provided a class list, with student numbers, to my HS counterpart, so the list can be verified to ensure all students are registered at the College |
|  | I have communicated the deadline for student withdrawals to my HS counterpart |
|  | I have agreed to the plan developed for students who have to withdraw from the College course but will remain in the high school course |
|  | I have communicated any in-class technology needs for myself or for the students to my HS counterpart |
|  | I am aware of the required College course materials, in what format they will be employed (online or hard copy), and I am aware how and when they will be arrive to the students |
|  | The course shell is loaded into Brightspace |
|  | I have added my HS counterpart to my Brightspace course as an Observer or a TA |
|  | I have reviewed the Dual Credit Resource videos so I can assist student with logging into College technology (<http://www.algonquincollege.com/ap/team-taught-resources/>) |
|  | I have received information, from my HS counterpart, about students who need accommodations within the College course, and what these accommodations are |
|  | Discussion has occurred regarding how I will share the College course assessment/evaluation information with my HS counterpart |
|  | I have chosen a date or timeframe to bring the students to a class on the College campus |
|  | I know how to book a classroom on the College campus <http://www.algonquincollege.com/ro/forms-resources/room-bookings/facultystaff-classroom-booking-form/> |
|  | I have communicated with the Dual Credit Coordinator regarding any other requests surrounding the campus visit |
|  | I am aware how to submit my final marks for this College course and that the designated Academic Chair must sign off |
|  | I have instructed that the students can view their final marks on ACSIS and that they can also request a transcript through this portal, free of charfe |
|  | My High School counterpart is aware that final Grade Reports for the College course will arrive to the High School at the attention of the Principal and should be filed in the OSR. |