



RIVERLAND
Community College

Concurrent Instructor's Guide

Concurrent High School Instructor's Responsibilities

Pre-Class Meeting between Concurrent High School Instructor and Mentor

- Attend the annual Concurrent Professional Development In-Service
- Review “Non-Compliance Policies” regarding Professional Development and Course Content (see pages 4-5)
- Review the master course outline including learning outcomes and course objectives with concurrent mentor
- Review process for accessing Riverland’s Library materials & resources
- Discuss assignments, assessments, grading, textbook criteria, textbook selection and other course-specific details (example: some concurrent instructors and mentors guest-lecture in each other’s classes or create other opportunities for collaborations)
- Review MNADE brochure “College Success” which outlines the differences between high school and college

Syllabus Review and Submission to Riverland

- Review & discuss the “**Guidelines for Writing a Syllabus**” with your concurrent mentor. (See pages 8-9)
- See PSEO Concurrent Website for additional syllabus resources such as: syllabus checklist, template, and example syllabus. www.riverland.edu/admissions/college-credit-in-high-school/concurrent-enrollment/concurrent-teacher-and-mentor/syllabi
- Develop a syllabus based on the specific course outline provided by the Riverland department faculty.
- **NOTE:** The review of the syllabus should be completed before the course begins.
- After reviewing your course syllabus with the concurrent mentor, provide a copy to your concurrent mentor prior to the beginning of the course.

Semester Contact Activities with Concurrent Mentor

- Contact activities need to be determined by the concurrent instructor and concurrent mentor.
- Communication and coordination of classroom visits by both parties is a must.
 - Communicate and collaborate when classroom visit(s) will take place.
 - Determine what the classroom visit will entail.
- Required concurrent mentor visits: a minimum of 2 classroom visits for a first-time course and minimum of 1 visit for a repeat course per term.
- Review process for checking class lists on e-services.
- Possible activities may include: discussing class assignments or projects, reviewing tests or papers, observing classroom lectures/activities, student learning assessments, guest lecturing, and discussing teaching & learning pedagogy, strategies, etc.

Semester/Course Activities

- Review online student handbooks with students to ensure they understand academic policies related to the concurrent course.
- Review class lists to ensure students are registered for the college course.
- Submit student grades within two academic days of the end of the courses
- Communicate on a regular basis throughout the term with your mentor through phone calls, telecommunication, emails, in-person, etc.

Post-Course Discussion of the Effectiveness of the Class

- Reviewed process for entering grades on e-services
- Reviewed deadlines for grade entry
- Discuss the following with the Mentor: what went well; what could be improved; any additional equipment needs; student learning assessment; grading practices; materials or training that would help improve the course in the future

Miscellaneous Items

- Update professional information with Riverland annually as it relates to academic credentials
- Update personal information (e.g. address change) with Riverland as needed
- In addition to the annual Concurrent Mentor/Mentee Workshop, participate in relevant discipline specific and record these activities in D2L on the Professional Development form.

Concurrent Instructor & Mentor Non-Compliance Policy for Professional Development

All concurrent instructors and mentors are expected to attend college concurrent professional development activities to stay informed of college expectations as they relate to current course content and rigor.

The Director of College Partnerships & Transitions maintains documentation of concurrent professional development participation for all concurrent instructors and mentors. Principals and deans will address non-compliance.

Concurrent Instructor Non-Compliance Policy for Course Content

All concurrent instructors are expected to adhere to the Riverland master course outline content, academic rigor, and assessment components. Non-compliance occurs when any of the outlined concurrent courses content expectations are not adhered to.

If the faculty mentor has significant concerns regarding a concurrent instructor's adherence to the course content, academic rigor, and/or assessment components, the instructional issues will be addressed on a case-by-case basis, with the goal of assisting the concurrent instructor to correct the concerns.

1. The faculty mentor's concerns will be documented in writing in the site visit report and sent to the Director of College Partnerships and Transitions. The written document will be kept in the Concurrent Program's Master Files.
2. The Director will contact the high school administrator to coordinate a meeting with the concurrent instructor, faculty mentor, the Director, a Riverland dean and high school administrator to discuss instructional concerns and develop an action plan.
3. The faculty mentor will follow up with the concurrent instructor, either through another meeting or through a classroom observation, to determine if the concerns outlined in the action plan have been addressed and resolved.
4. If, after thorough consultation and careful consideration, the Director, the faculty mentor, and the Academic Dean determine that the course does not maintain college quality, the college will cancel the course for the subsequent academic year and the instructor will lose his/her status as a concurrent instructor in that discipline. The high school administration will be informed of the College's decision, and Director will work with the high school to identify another instructor, if appropriate.

NOTE: If an instructor has been approved to offer concurrent courses in more than one discipline or course, the faculty mentor for each area will assess adherence to the course content. Cancellation of one concurrent course due to non-compliance does not automatically cancel other concurrent courses.

PSEO Concurrent Website

The PSEO Concurrent Website is located at:

<https://www.riverland.edu/admissions/college-credit-in-high-school/concurrent-enrollment/>

Please consult this webpage to access information about the concurrent program. Website categories include: Contact Us, Students, Parents, Faculty, Counselors, and Administrators.

Accessing Class Lists on e-Services

Once you have been approved as a concurrent enrollment teacher and have been assigned a Riverland concurrent enrollment class the following information outlines the process that will enable you to access e-Services as a CE teacher. Those new instructors who do not already have a Tech ID will have one generated by the college. The College Registrar creates both a Tech ID and Star ID. The Star ID is emailed to the concurrent high school teacher's school e-mail along with activation instructions. The Star ID is necessary to access all of the following: campus computers, Brightspace (D2L), e-Services, and Riverland e-mail, and allows teachers to manage their classes, class lists, grades, etc. in e-Services. Note: The College will issue your Tech ID/Star ID at the summer professional development workshop.

Further Information about the Star ID can be found using this link:

www.riverland.edu/faculty-staff

Click on  [StarID / Change Password](#)

Verify your class lists often on the Riverland web site:

www.riverland.edu/faculty-staff

1. Click on **"Faculty Login"**
2. Enter your "Star ID" consisting eight digits
3. Click on "Login"
4. Click on the drop down arrow by the word Faculty
5. Click on "Class List".
6. Change semester if necessary.
7. Click on the course id number

If you have questions regarding student course registrations, grade entry, or Riverland e-Services Questions, please contact Haley Riedemann, at 507-433-0811 or Haley.Riedemann@riverland.edu

Riverland's Academic Grading System

Grades are due two days after the last day of the term. It is imperative that grades are entered on the web on time by the due date. See directions below. Enter the grade earned at the time grades are due.

Grade changes can be made if the student completes course requirements or if an error occurred. Submit a Grade Change Request through Faculty e-Services. This is under the same menu drop down as your class lists.

Incomplete or "I" grades may be used in very few circumstances. "I" grades change to "F" grades twenty days into the next Riverland semester. Note: All "I" grades will affect a student's probation or suspension status.

RIVERLAND GRADING SYSTEM

Grade	Point Value	Description
A	4.0	Excellent
A-	3.67	
B+	3.33	Above Average
B	3.00	
B-	2.67	
C+	2.33	
C	2.00	Average
C-	1.67	
D+	1.33	Minimum Passing
D	1.00	
D-	.67	
F	00	Failing
FN		Failure for non-Attendance This grade counts in credits attempted and earned but not in the GPA
FW	00	Failure to Withdrawal This grade counts in credits attempted and earned by not in the GPA
W	00	Withdraw (student generated) This grade counts in credits attempted and earned but not in the GPA
I	00	Incomplete
Z		Grade for class that is currently in progress

Submitting Grades

www.riverland.edu/faculty-staff



1. Click on Faculty Login
2. Enter your "STAR ID" and Password
3. Click on the drop down arrow by the word Faculty
4. Change semester is necessary
5. Click on "Grade & LDA" (LDA = last day of attendance)
6. Locate the course and click on "Enter Grades"
7. Saving Drafts allows you to save a draft of a student's grade. This does not post the grade to the student's record.
 - a. Posting Grades post the final graded to the students record
 - b. Grade changes must be submitted through the grade change request option
 - c. Grading is Open for Posting, when the current dates is between 1 week (7days) prior to the last day of the course.

Guidelines for Writing a Course Syllabus

According to MnSCU Board Policy 3.22, Course Syllabi: Each college and university shall establish institutional procedures which assure that each student enrolled in a course shall be provided a course syllabus within a maximum of one week from the first class meeting. When courses are offered in condensed format, the timeframe for distribution of the syllabus shall be adjusted accordingly.

The purpose of a course syllabus at Riverland is to communicate to students what the course is about, why the course is taught, what information will be taught, and what is required of students to successfully complete the course.

The syllabus contains the following items:

- **College Information** – List the college name, address and logo.
- **Instructor Information** – List your full name, office location, office phone number, office hours, and e-mail address (optional items include: fax, home e-mail address or home phone number).
- **Course Information** – List the semester and year, course prefix and number, full title of the course, any prerequisite for the course, and times/hours per week the course will meet.
- **Course Description** – Summarize the material covered in the course and the lecture/lab breakdown (comparable to course description in the college catalog).

- **Course Focus** – Give the purpose of the course or technical program requirement and, if and how, the course relates to the transfer curriculum.
- **Textbooks and Materials** – List the textbook(s) and other materials or supplies students need for the course.
- **Course Objectives/Competencies** – Give the instructional objectives describing what skills/competencies the student will gain by taking this course.
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- **Student Requirements** – Articulate expectations of students, including assignments, outside work or activities, class participation, safety expectations, attendance (what students should do if they are absent), etc. Assignment information can include the conditions, value, and timing as determined by the instructor.
- **Academic Integrity** – Include an appropriate statement that explains the Riverland Academic Integrity Policy (Example: Riverland expects all students to uphold the highest standards of academic integrity and acts of dishonesty will not be tolerated.) (See Student Handbook for Academic Integrity Policy)
- **Course Evaluation** – Describe how student achievement is assessed (measured) in the class. Also include how grades are assigned (straight percentage or curve).
- **Emergency Procedures** – Provide general instructions regarding an emergency. (Procedures may include who to call or where to go.)
- **Syllabus/Statement of Accommodations and MnSCU compliant:**
As an affirmative action, equal opportunity employer and educator, Riverland is committed to a policy of nondiscrimination in employment and education opportunity and works to provide reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through appropriate documentation of need. Students must contact Sharon Stiehm, Director of Disability Services at 507-433-0646 or Sharon.stiehm@riverland.edu to meet and discuss reasonable and appropriate accommodations. The accommodations authorized in a documented plan should be discussed with the high school instructor. All discussions will remain confidential. This syllabus is available in alternate formats upon request.
- **Mandatory Reporting** (Optional statement) – “Minnesota law requires all educators to immediately report instances of actual or suspected sexual abuse, physical abuse, or neglect of individuals under the age of 18 to the local police, county sheriff or social services agency.”

Library

Concurrent instructors have the same access to Riverland Library Services as our on-campus faculty. In fact, the Librarian would be happy to give a presentation to your class on how to use the Riverland Library Services upon request. For more information, please visit www.riverland.edu/student-services/library

Technology

D2L/Brightspace

Starting with the 2018-2019 school year the required record keeping for NACEP accreditation will be done through D2L Brightspace.

Concurrent instructors also have access to use Riverland's online learning platform D2L/Brightspace. Many of our on-campus faculty and some concurrent teachers enjoy the advantages the D2L/Brightspace provides. It can be used to provide a secure online environment, either to supplement face-to-face courses, or to offer classes entirely online. D2L/Brightspace includes a number of interactive tools which allows students to access course materials, upload assignments (drop box), participate in discussions, watch recorded lectures, take tests and quizzes, and see their grades. For more information, please review the following link www.riverland.edu/departments/office-of-instructional-technology-oit

Technology Tools

The Office of Instructional Technology, (OIT) provides solutions for using technology in the classroom. To learn more about technology tools - www.riverland.edu/departments/office-of-instructional-technology-oit/faculty/technology-tools

Instructional Technology Services

Featuring: MediaSpace, TechSmith Relay, NCast, TurningPoint and turnitit
www.riverland.edu/departments/office-of-instructional-technology-oit/faculty/instructional-technology-services