

Policy Source: Gwinnett Tech	Owner: Vice President of Academic Affairs	Effective: 2017
Division: Academic Affairs	Reviewed: 2018, 12/2020 Revised:	

5.4.7F GT Dual Enrollment Form Off-Campus Quality Assurance Form

Off-Campus Dual Enrollment Quality Assurance

Complete one form per course/per instructor. To be completed every year.

Term/Year: _____ / _____ College Course/Name: _____ / _____

Gwinnett Technical College Information

Program (Ex: Allied Health): _____

Program Director/Instructor Name/Email: _____ / _____

Dean Name/Email: _____ / _____

High School Information

High School Name/Address: _____

Instructor Name/Email: _____ / _____

Administrator Name/Email: _____ / _____

College Course Information (attach additional pages if more space is needed)

Textbooks and Instructional Materials: *To support academic rigor and course alignment, the college textbook(s) and instructional materials will be used in the dual-enrollment course. Please explain how the dual-enrollment instructor and students will course materials:* _____

Blackboard: *All instructors, including dual-enrollment adjunct faculty, are required to enter grades into Blackboard, the course management system used by Gwinnett Technical College. Access to Blackboard is obtained through the instructor's Gwinnett Tech email address. Instructors should contact the Human Resources representative to receive their log-in email address.*

Will students use Blackboard to access assignments and assessments? Yes / No

If yes, when/how will the instructor be trained on Blackboard? _____

If no, why? _____

Syllabus: The High School adjunct instructor must have a copy of the college syllabus.

Provide information regarding how the students are made aware of the course syllabus and where the students can locate a copy of the syllabus: _____

Assessments/Assignments/Exams:

The Program Director acknowledges that the standards meet the competencies and rigor set by the college.
List requirements for assignments, assessments, exams, etc.: _____

Please provide any additional information (Ex: proctored by Program Director, allow no more 90 minutes to complete): _____

Faculty Observations: Per Gwinnett Tech policy, faculty, including dual enrollment adjunct faculty, will be observed at least one time per academic year by a representative of the academic program at Gwinnett Tech.

A blank copy of the observation form has been provided to the dual enrollment adjunct instructor: Yes / No

Academic Calendar/Final Grades

Roster Confirmation: High School instructor will confirm college roster via email to the Dual Enrollment contact by the following date: _____ (No-show deadline)

Final Grade Submission: High School instructor will submit final grades through Blackboard/Banner by the following date: _____ (Final grades due deadline), and provide a spreadsheet of grades associated with all assignments to show justification of the final grade.

If a grade-change form is needed to be completed, then an updated spreadsheet of all assignments along with the revised final grade will be submitted to the Dual Enrollment contact by the following date: _____

Other Information

HR info. Has the high school instructor completed the HR process?

Have the high school instructor's credentials be verified for college-level instruction? Attach the completed Faculty Credentials Form with academic transcripts.

Quality Assurance Form must be completed prior to the start of the semester.

Observation must be completed prior to the end of the semester. Indicate date that observation will be completed and the form submitted to AA: _____

This document serves as the following:

- ☐ **Review** (to be completed initially and then after every re-evaluation)
- ☐ **Evaluation:** Are there any changes? Yes / No
- ☐ **Re-evaluation:** Are there any changes? Yes / No

Dual Enrollment Adjunct (print name)	Signature	Date
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Gwinnett Tech Program Director	Signature	Date
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Gwinnett Tech Dean	Signature	Date
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Dual Enrollment Director	Signature	Date
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Vice President, Academic Affairs	Signature	Date