



Facilitator Minimum Qualifications and Requirements

- ✓ **Must be school faculty or staff member, appointed by the school principal or school administrator**
- ✓ **Must clear Level II Background Check**
- ✓ **Excellent organizational skills**
- ✓ **Strong communication skills**
- ✓ **Functional knowledge of Microsoft Office Suite**
- ✓ **Attendance to professional development workshop**
- ✓ **Completion of Canvas training**
- ✓ **Experience in actively coaching students and/or instructing**

Facilitator Responsibilities

Before the start of classes:

- Attend the annual professional development (PD) workshop for Facilitators provided by the FIU Dual Enrollment (DE) office, prior to facilitating a course.
 - Complete the Canvas tutorial(s) for Facilitators.
 - Complete all student Canvas tutorials and trainings.
 - Know the ADD/DROP deadlines and communicate it to students.
 - Verify that your access to Canvas allows you to view the course content, student's progress and grades.
 - Discuss high school class meeting dates with FIU Professor, and, if possible, request that exam dates and deadlines coincide with those dates. Also discuss any school site activities that may conflict with class meeting dates.
 - Review the syllabus for any group projects/assignments. Ensure that FIU Professor groups students from the same high school site by class periods.
 - Verify that for group projects/ assignments you have all instructional materials. Books should be picked up when you attend the DE PD before the start of the semester.
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During the first week of classes:

- Have students log into their FIU email account. Login instructions to Canvas and the different resources available to students will be sent to their FIU email account.
- Assist students when creating their FIU login credentials and encourage students to write down their username and password. Remind them to log in often so that username and password are not forgotten and to avoid the need to reset or contact IT support. FIU login credentials are the same for all FIU system networks.
- Verify that students can log into their FIU course Canvas account. In the case of any technical issues, assist the student in contacting technical support and immediately notify the DE Office and the FIU Professor of any login problems.
- Have students download the Canvas application to their mobile device and/or tablet for easy access to calendar and reminders.
- Ensure that students are given an FIU syllabus on the first day of class, which will clearly lay out the deadlines, learning outcomes and expectations for the students.
- Be sure that school computers designated for the DE online courses meet all the technical requirements to access or download any programs or applications required by the course syllabus to successfully complete class assignments and quizzes (such as Respondus Lockdown Browser, Zoom, Adobe Connect, etc.)
- Instruct students to calendar all deadlines and exam dates so that requirements are not overlooked.
- Distribute textbooks / e-book codes, as applicable.

During the duration of the course:

- Stay in constant communication with the FIU Professor.
 - Assist students in contacting the FIU Professor and copy the DE Office(dualenro@fiu.edu), in the case of any course content issues (missing assignments/quizzes, request for clarification of assignment instructions).
 - Proctor FIU DE course exams, as applicable, and make sure that assessments are sent to the FIU Professor by the required deadline.
 - Ensure that students are checking their FIU email account regularly (3 to 4 times per week).
 - Ensure that students are logging into Canvas during every class session, and at least three times per week.
 - Continue checking the performance, progress and grades of students.
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- Conduct meetings with any student who may not be performing satisfactorily in the class.
- Assist students in scheduling and organizing school time carefully (taking into account school activities and assessments) to ensure that students have sufficient time to complete all course requirements.
- Inform the FIU Professor immediately of any factor that may be hindering students from meeting the learning outcomes.
- Commit to participating in the duration of each session to provide support as needed to students.

End-of-course responsibilities:

- Ensure that each student is given the opportunity to complete the Student Perception of Teaching Survey (SPOT) for the FIU course for which they are enrolled. This evaluation instrument is available in their **MyFIU** Account (same login credentials as FIU email and Canvas).

*Special Note: Facilitator Canvas access will expire **at the end of the semester.***

In the case that students enrolled in the facilitated online modalities do not receive sufficient monitoring from Facilitators in school, FIU has the right to exclude the facilitated online modalities from the mode offerings available to a school.

By signing below, I acknowledge that I understand and agree with the expectations that accompany my role as a school facilitator for a DE Online course.

Facilitator name	Facilitator signature	Date
Principal name	Principal signature	Date
School Name	FIU Course	Semester