

Stark State College  
 College Credit Plus Supporting Teacher Checklist  
**Application deadline for Fall: March 31**  
**Application deadline for Spring: October 31**

Mark when Complete ✓	Tasks
	<p>Call and/or email Wendy Pisony at 330-494-6170 ext. 4335 <a href="mailto:wpisony@starkstate.edu">wpisony@starkstate.edu</a> for instructions.</p> <p>Fill out the Employee Data Sheet and mail and/or email it back to Wendy Pisony along with a copy of your teaching license.</p> <p>Applicant will be notified once approved. You will also be contacted through email with instructions on how to access the Supporting Teacher Training Course online.</p>
	<p>Complete the Supporting Teacher Training Course online to make your individual orientation session with the College Credit Plus Coordinator or mentor more meaningful. <i>(You will receive a letter from eStarkState with instructions)</i></p>
	<p>The primary purpose of an individual orientation session is to prepare you for the types of support you can provide in an online course</p> <ul style="list-style-type: none"> <li>• Attend an individual orientation session with your College Credit Plus Coordinator. The Coordinator will contact you to arrange the session, which should take place before the semester begins.</li> </ul> <p>Make sure the Coordinator reviews:</p> <ul style="list-style-type: none"> <li>• An overview of the course.</li> <li>• An introduction to accessing and Navigating Blackboard.</li> <li>• A brief introduction to the Supporting Teacher Training Course if you have not already completed it.</li> <li>• The importance of the “Succeeding Online Orientation” for both students and yourself.</li> <li>• An explanation of general Helpdesk services.</li> <li>• A reminder to check your high school email for messages from the class instructor.</li> <li>• Specific instructions on what your role is in supporting your students as they work with their class instructor.             <ul style="list-style-type: none"> <li>○ Ensure students complete the mandatory online CCP Orientation</li> <li>○ Ensure students are on task with assignments</li> <li>○ Remind students when assignments are due</li> <li>○ Remind students to study for an upcoming test</li> <li>○ Contact SSC instructor for progress of students (i.e., grades, getting work done on time, etc.)</li> <li>○ Answer general questions about course</li> <li>○ Assist students in contacting SSC instructor through email with questions regarding course</li> </ul> </li> <li>• Expectations for communication with the class instructor.</li> </ul>
	<p>Check with your class instructor to be sure he/she has added you to the online course(s) you will be supporting.</p>