

USC Lancaster Facilitator Fact Sheet

Facilitators

In some cases, USCL uses facilitators to help deliver the content of dual credit college courses in the high schools. These facilitators function as teaching assistants who work under the supervision of USCL faculty who are the instructors of record for the course. Facilitators usually have experience with the course subject matter; however, they normally do not have 18 hours of graduate course work in the subject matter required to be credentialed to teach the courses as instructors of record. Here are some examples of the responsibilities of facilitators:

- Meet with students at the times and locations assigned by school districts.
- Provide students with the course content supplied by instructors of record.
- Offer supplemental tutoring and review sessions.
- Regularly meet with instructors of record, including an end-of-the-semester debriefing about the course.
- Grade student work in accordance with rubrics, criteria, and learning outcomes provided by instructors of record.
- Consult with instructors of record about final grades. Final grades are submitted by instructors of record.
- Utilize the USC Blackboard learning management system as directed by instructors of record.
- Collect artifacts of student work as periodically requested for the purpose of general education assessment (USC's Carolina Core).

Onboarding in USC System

- The USCL Human Resources Department needs to process paperwork from facilitators before they are authorized to have access to USC accounts including the Blackboard learning management system.
- Please respond to requests for information from the HR Department, which will include items such as identification documents, C.V., and college transcripts.
- For queries contact: Director of Human Resources: Tracey Mobley Chavous: 803-313- 7152 tmobley@mailbox.sc.edu Hubbard Hall 118

Teaching Resources

Academic Calendar

- USCL's Academic Calendar typically includes 16-week and 8-week terms.
- Benchmark dates include deadlines for students to withdraw without a "W," the deadline to withdraw with a W, final exam week, and the due date to submit final grades. For current calendars:
- https://www.sc.edu/about/system_and_campuses/lancaster/internal/current_students/admissions_records/academic_calendars/index.php

Student Course Evaluations

- Every course will be evaluated by an anonymous student survey that is processed electronically.
- These evaluations are connected to the instructors of record and not the facilitators.
- Instructors of record may implement separate course evaluations of facilitators.

Teaching Web Resources (USC)

- CTE provides resources that advance high quality instruction:
- https://sc.edu/about/offices_and_divisions/cte/index.php

Technology

- USC E-Mail: If you have trouble with e-mail or internet please contact: uscltech@mailbox.sc.edu
- Please use your USC e-mail for all university related business.
- Blackboard is USCL's course learning management system. Courses offered in an online modality must use this system. Instructors are strongly encouraged to use Blackboard as much as possible to communicate with students, post notes, videos and other resources: <https://blackboard.sc.edu>

Student Processes

Academic Integrity Violations

- Report findings of academic integrity violations to the Associate Dean of Academic and Student Affairs: Todd Lekan: tlekan@mailbox.sc.edu.
- The Associate Dean will validate the findings and send the student a notice of integrity violation letter only after the instructor has informed the student that they have been reported.
- Students have informal and formal processes that they can use to appeal the decision. See the USCL Student Handbook for policies.

Hardship Withdrawals

- Students may petition to receive a “W” after the deadline to withdraw from the class.
- The student must fill out the hardship withdrawal form, write a letter, and provide documentation of the hardship.
- https://www.sc.edu/about/system_and_campuses/lancaster/internal/documents/faculty_staff/hardship_withdrawal_form.pdf

Grade Forgiveness Policy

- Undergraduates who earn grades of D+, D, F, FN, or WF may take up to two undergraduate courses for a second time, on the USC Columbia campus or a USC Palmetto College campus (Lancaster, Salkehatchie, Sumter or Union), for the purpose of grade forgiveness.
- Grade forgiveness attempts must be used prudently. Students should talk to their academic advisor before submitting the request to use grade forgiveness. Only two classes may be forgiven, and decisions cannot be revoked.
- https://sc.edu/about/offices_and_divisions/registrar/transcripts_and_records/grade_forgiveness/index.php

Grievances (Academic)

- Students with academic grievances should discuss the matter with their facilitator and instructor of record.
- If the grievance is not resolved in discussions, the student may contact the Associate Dean of Academic and Student Affairs to request a meeting to resolve the matter. The Associate Dean will notify the faculty member’s Division Chair about the request. The Associate Dean will arrange a meeting with the student, the faculty member and either the Division Chair, Associate Dean, or both.
- If the grievance is not resolved to the satisfaction of either the student or the faculty member, the Associate Dean will refer the matter to the Campus Dean.

Student Services:

- **Counseling:** Tamika Lewis, MA, LPCA, NCC, Counselor and Instructor of Psychology: TAMIKAL@mailbox.sc.edu
- **Disability:** Amy Hood, Coordinator of Disability Services: AH259@mailbox.sc.edu
- **Internships/Career Prep:** Bridgett Plexico, Internship Coordinator: BPLEXICO@mailbox.sc.edu
- **Academic Success Center**
 - Students may schedule a reserved tutoring appointment with a tutor at the USCL Academic Success Center. It is located on the second floor of Medford Library
 - Patrick Lawrence, Ph.D., Associate Professor of English and Director of Academic Success Center: pslawren@mailbox.sc.edu
 - Elaine Connor, Academic Success Coordinator: ETCONNOR@mailbox.sc.edu

Contacts

- Associate Dean for Academic and Student Affairs: Dr. Todd Lekan: tlekan@mailbox.sc.edu
- Administrative Specialist for Academic Affairs: Ms. Pamela Ellis: PELLIS@mailbox.sc.edu
- Division Chair of Business, Behavioral Sciences, Criminal Justice, Education, and Library Science: Dr. Angela Neal: AMNEAL@mailbox.sc.edu
- Division Chair of Humanities: Dr. David Roberts: ROBERTDA@mailbox.sc.edu
- Division Chair of Math, Science, Nursing, and Public Health: Dr. Fernanda Burke: BURKEFM@mailbox.sc.edu
- Dual Enrollment Coordinator: Dominique Waller: WALLERDH@mailbox.sc.edu
 - Student advising, registration, and orientation.
- Dual Enrollment Director of Curricula and Faculty Relations: Dr. Sarah Sellhorst: SEHUNT@mailbox.sc.edu
 - Faculty support, resources, and review.