Stark State College
College Credit Plus Supporting Teacher Orientation Checklist
<u>Application deadline for Spring: October 31st</u>
<u>Application deadline for Fall: March 31st</u>

DONE ✓	TASKS
	Call or email Mona DeForest at 330-494-6170, Ext. 4661; mdeforest@starkstate.edu for the link to apply. Fill out an online application and upload your **resume and State of Ohio Teaching License** to PeopleAdmin (knowledge in the content area is highly recommended). Submit your social security number and date of birth after completing the application to Mona at mdeforest@starkstate.edu or call this information to 330-494-6170, Ext. 4661. Mona will notify you when you have been approved, and you will be contacted through email with instructions to access to the Supporting Teacher Training Course online.
	Complete the Supporting Teacher Training Course online to make your individual orientation session with the College Credit Plus coordinator or mentor more meaningful. *(You will be receiving a letter from eStarkState with instructions).*
	The primary purpose of an individual orientation session is preparing you for the types of support you can provide in an online course. Attend an individual orientation session with your College Credit Plus coordinator or course mentor. The coordinator or mentor will contact you to arrange this session, which should take place before the course begins. At the orientation session, make sure the coordinator or mentor reviews: • An overview of the course. • An introduction to accessing and navigating Angel. • A brief introduction to the Supporting Teacher Training Course if you have not already completed it. • The importance of the "Succeeding Online Orientation" both for the students and you. • Instructions on verifying rosters. • An explanation of general Help Desk services. • A reminder to check your high school email for messages from the class instructor. • Specific instructions on what your role is in supporting your students as they work with their class instructor. • Expectations for communication with the class instructor.
	Check with your class instructor to be sure he/she has added you to the online course(s) you will be supporting.