

Wisconsin Indianhead Technical College

**Responsibilities of High School Instructor of
Transcribed Credit Coursework**

As an instructor teaching WITC transcribed credit coursework, you will be expected to complete the following activities:

- Submit the Wisconsin Technical College System certification application materials and copy of current DPI license as requested to Andrea Schullo at the WITC Administrative Office in Shell Lake, Wisconsin.
- Take responsibility for overseeing the registration of students who wish to enroll in the WITC transcribed credit course, using the “Credit Course Registration and Demographic Record” form. Registrations must be submitted to Andrea Schullo no later than two weeks after the start date of the course.
- Review the class roster returned to you to verify that all high school students who wished to enroll for transcribed credit are listed on the roster. Any additions or changes must be made within two weeks of receipt of the class roster to Andrea Schullo.
- Work with the WITC peer instructor to assure that the content, rigor, and evaluation standards of the WITC course are being met.
- Submit final grades, using the WITC grading policy, to Andrea Schullo within one week after the end date of the transcribed credit course.