

Department of Modern Languages and Classics

Dual Credit Policy

Introduction

The Department of Modern Languages and Classics' Dual Credit Program provides an opportunity for high school students to experience and earn credit in college-level language classes. MLC dual credit courses satisfy both high school and college standards for language learning.

MLC Dual Credit Policy

Prior to receiving approval as a dual credit partner, potential teachers and schools are expected to complete an exploration and evaluation phase with the Department of Modern Languages and Classics. Depending on logistics and local context, this process may take anywhere from six months to a year. During the exploration and evaluation phase the following activities should occur:

Potential Teacher/School:

- Discuss with MLC liaison either in person and/or electronically the expectations, format, assessment, etc. for the desired dual credit course (multiple conversations are encouraged)
- Visit Ball State University to observe the corresponding course for which dual credit is sought (if possible)
- Submit the following documents to the MLC liaison for review and feedback: sample syllabus, sample exam, sample lesson plan, teaching philosophy, and a description of primary teaching methods
- Revise, align, and resubmit the above documents (if necessary)
- Create a concrete, specific credential plan to obtain a Masters degree or appropriate graduate-level coursework (if necessary)
- Discuss with MLC liaison possible professional development topics, activities, and events

MLC Liaison:

- Discuss with dual credit teacher either in person and/or electronically the expectations, format, assessment, etc. for the desired dual credit course (multiple conversations are encouraged)
- Visit school to observe potential dual credit course
- Review documents submitted by potential dual credit teacher and provide feedback
- Discuss with potential dual credit teacher professional development topics, activities, and events

At the conclusion of the exploration and evaluation phase, the Chairperson and the liaison will discuss whether to recommend that the teacher/school complete the official application process through the Ball State Dual Credit Program or not. Once a partnership has been approved and established, regular review, coordination, and evaluation will continue per Ball State University and NACEP policies. As part of the ongoing partnership, the following should occur at least yearly:

Teacher/School:

- Ongoing discussion and collaboration with MLC liaison either in person and/or electronically (multiple conversations are encouraged)
- Continue to work toward appropriate credentialing (if necessary)
- Work with MLC liaison on professional development activities

MLC Liaison:

- Ongoing discussion and collaboration with dual credit teacher in person or electronically (multiple conversations are encouraged)
- Work with dual credit teacher on professional development activities
- Visit dual credit class for official observation and report
- Submit official report to Dual Credit office

MLC Department:

- Host on-campus workshops or training opportunities for dual credit instructors (when possible)
- MLC Chairperson reviews dual credit partnership with partner school administration
- Connect with dual credit teachers at IFLTA Conference

Expectations

In general, a dual credit class will have comparable standards, objectives, learning outcomes, content, assessments, and teaching methods. The Department of Modern Languages and Classics fully supports and endorses the ACTFL 90% policy for use of the target language in all classes (including beginning and intermediate). The 90% policy is the expectation for both instructors and students. Additionally, partner teachers and schools are strongly encouraged to participate in the ACTFL Educators Rising Program. When appropriate and feasible, the partnership should be strengthened by inviting and utilizing Ball State world language teaching majors as observers, practicum participants, and student teachers.