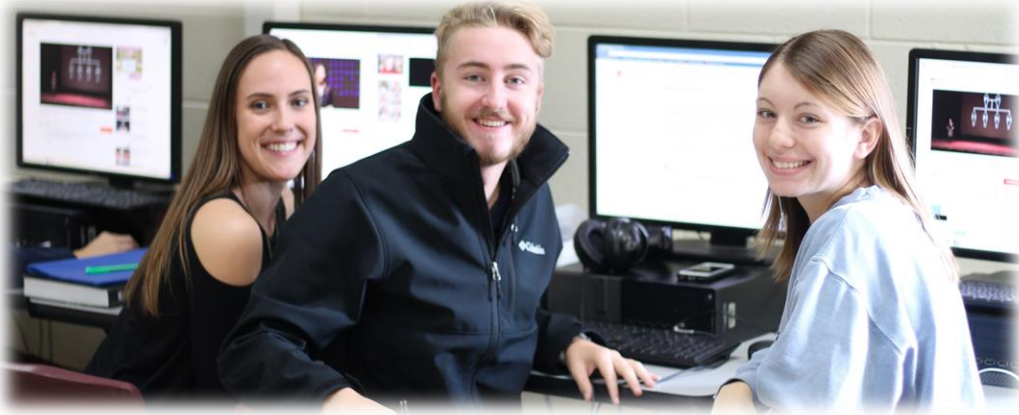




Fall 2022
Spring 2023

Providing Educational Opportunities for Students in Southwest Virginia



Guide for Instructors



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Table of Contents

<i>What's New for 2022-2023</i>	3
<i>Instructor Guidelines</i>	4
<i>Communication Guidelines</i>	7
<i>Course Syllabus Requirements</i>	8
<i>Steps to Begin Course</i>	11
<i>Calendar</i>	12
<i>Online Etiquette Expectations for Students</i>	13
<i>Code of Student Conduct</i>	14
<i>Inclement Weather and School Closure Policy</i>	15
<i>Late Work Policy</i>	16
<i>Course Offerings</i>	17
<i>Instructor/Course Information</i>	19
<i>How to Receive Technical Support</i>	20
<i>Invoice for Services</i>	21
<i>Instructor Pay</i>	22

What's New for Fall 2022:

- ALL courses will be available for students to view on August 11. All course material should be hidden until August 15, which is the first official day of class.
- Students will not have “class” on September 5 in observance of Labor Day.
- ALL courses will have a midterm exam. That exam will be available from 8:30 a.m. on October 10 until 3:30 p.m. on October 11.
- Students will not have “class” on November 23-25 in observance of Thanksgiving. Instructors should only plan for two course days that week.
- ALL courses will have a final exam. That exam will be available from 8:30 a.m. on December 8 until 3:30 p.m. on December 9.
- ALL courses will end on December 9 and no sooner. Final grades are due on December 12.
- The content for yearlong courses should be hidden from students over the Christmas break.

What's New for Spring 2023:

- ALL courses will be available for students to view on January 9. All course material should be hidden until January 12, which is the first official day of class.
- ALL courses will have a midterm exam. That exam will be available from 8:30 a.m. on March 8 until 3:30 p.m. on March 9. The only exception to this requirement will be English courses which may not require an exam.
- Students will not have “class” on April 13-18 in observance of Spring Break. Instructors should plan for fewer course days.
- ALL courses will have a final exam. That exam will be available from 8:30 a.m. on May 9 until 3:30 p.m. on May 10
- ALL courses will end on May 10 and no sooner. Final grades are due on May 12 at 8:00 a.m.

Instructor Guidelines

To increase monitoring and facilitating of students' interaction with the content, with each other, and with their instructor, Elite Learning Course Instructors will

Participate in course on regular schedule:

Log into courses on a regular schedule, ideally at the same time and for the same length of time each weekday (e.g., 9:15-10:00 a.m.), although an alternative schedule might include weekend or evening hours. Such a schedule creates virtual “office hours,” allowing students to know when they can expect to receive most prompt feedback from their instructor.

Interact with Student Regularly:

- Correspond regularly with students as a class and individually.
- **USE CANVAS FOR ALL COURSE COMMUNICATIONS—THIS ALLOWS DAWN TO REVIEW ALL COMMUNICATIONS WITH STUDENTS. DO NOT USE EXTERNAL EMAIL.**
- Respond to all emails and messages from students within 24 hours.
- Post announcements at least once weekly.

Begin Course with Introductions:

- Introduce yourself to the students. This should include an updated profile summary of your background, interests, teaching philosophy, family, etc. The initial introduction creates a sense of connection between the instructor and the students.
- Require students to introduce themselves to the class. This should include updating their profile and any other introductory assignment that is appropriate.

Use Calendar for Due Dates:

- Utilize the calendar to make students aware of all due dates of assigned work. **DO NOT** rely on a Word file to present this information. It is critical for Elite Learning administrators to refer directly to the calendar to locate deadlines.

To maintain open communication not only with students but also with the students' support networks, Elite Learning course instructors will

Contact Guidance Counselors, Mentors, and Parents:

- Make contact with each student's guidance counselor—they are valuable resources. An initial contact via email must be made during the first two weeks of each semester to establish an open line of communication.
- Communicate clearly to the course facilitator (often this is also the guidance counselor) what they can do to help students in their schools be successful in your class.
- Contact parents if a student develops a pattern of class absences or poor grades.

- **COPY DAWN STAFFORD ON ALL COMMUNICATIONS WITH GUIDANCE COUNSELORS, FACILITATORS, AND PARENTS!!!**

Begin a New Semester with Flexible Due Dates:

- Be flexible with assigned due dates until ALL students are able to actively participate in class, which is usually within a week of the course start date in the fall. Spring semester may require more flexibility related to the start date of class. Instructors must be aware that school divisions may not begin second semester courses until after this date, thusly requiring flexibility in scheduling.
- Begin enforcing the Elite Learning Late Work Policy on September 6, 2022 for fall semester and January 26, 2023 for spring semester.

Grade Student Work and Report Grades:

- Assign grades to student work in a timely manner.
- Include comments when grading assignments to guide the learning of the students. **It is CRITICAL to give students constructive feedback to aide their learning.**
- All grades must be up-to-date on designated dates provided on the Elite Learning calendar.

Monitor Log-in Information:

- Monitor students' online activity. Students should log into their course on a daily basis. This may not happen due to school closures or altered school schedules. Instructors should monitor each students' course progress to determine if the student has logged in appropriately. Notify the guidance counselor/facilitators as necessary. **DO NOT RELAX ON THIS REQUIREMENT!**

To keep content clear, current, aligned with objectives, and accessible to students, Elite Learning Instructors will give attention to

Organize Course Based on Established Criteria:

- Clearly state course, unit, and lesson objectives and position them at the appropriate level within the content.
- Clearly align all activities with stated objectives.
- Clearly align all evaluation instruments with objectives.
- Clearly state the importance of objectives and make sure students understand that objectives lead the course instruction.

Create Effective Discussion Forums/Chats:

- Incorporate content-driven discussion forums for the purpose of enhancing student learning through interaction with you and their peers.
- **Note:** Ungraded discussion forums created to provide an opportunity for students to interact on a social level are entirely appropriate and desirable. Instructors should ensure students realize that appropriate rules of online etiquette are observed. The instructor must monitor for appropriate behavior. Remember that student satisfaction is directly related to student-teacher or student-student interactions.

Ensure Course Accuracy:

- Confirm that all content in your course is accurate including all hyperlinks, page numbers, etc.
- Review your directions for all activities to be sure they are clear and current, reflecting any changes you may have incorporated. Be sure to notify students if you must change the directions AFTER the assignment was posted.
- Review your gradebook setup to ensure that it conforms to the stated Elite grading policy and your syllabus.

To receive proper payment of honoraria for contract services and reimbursement, Elite Learning instructors will

- Be entitled to seek reimbursement for travel expenses for scheduled and approved professional development events and site visits to students' schools. Instructor MUST submit the standard invoice including beginning and ending odometer readings. The current state mileage reimbursement rate will be honored.
- Be paid an honorarium for teaching an Elite course at a rate based on the number of students per course. This amount is detailed in the instructor's contract. Invoices may be submitted at the end of the first 9 weeks (midterm) and at the end of the term after grades are finalized. Elite instructors receive an IRS Form 1099 for contracted services for Elite and are responsible for reporting the income appropriately.

Communication Guidelines

Communication is critical to the success of Elite Learning. Guidance Counselors and course facilitators are willing to provide support when students are not working to their ability level. Please use the following as a guide when communicating with them.

Failure to log into the course message—the following should be used as a guide for teachers as they contact guidance counselors, facilitators, and parents concerning a student’s inactivity.

Student’s Name:

Last Date of Login:

Copy of messages/communications with student concerning their lack of work:

Impact inactivity has had on grade:

Suggestions or Comments:

Cc: Dawn Stafford

Grade Concern—the following should be used as a guide for teachers as they contact guidance counselors, facilitators, and parents concerning a student’s poor grade. This is recommended at any time a student’s grade begins to fall drastically or if the student continues to be a poor performer.

Student’s Name:

Copy of messages/communications with student concerning their grade:

Grade overview:

Assignments missing:

Suggestions or Comments:

Cc: Dawn Stafford

Disciplinary Report—the following should be used as a guide for teachers as they contact guidance counselors, facilitators, and parents concerning an incident requiring disciplinary action. Examples would include plagiarism, copying another students’ work, etc.

Student’s Name:

Copy of messages/communications with student concerning their honor code violation:

Copy of the “proof” of a violation of the honor code (such as a copy of the plagiarized document):

Impact the violation had on grade:

Sanctions imposed:

Suggestions or Comments:

Cc: Dawn Stafford

Course Syllabus Template

Each Syllabus Should Contain the Following:

NOTE: Instructors may elect to include some information throughout their course

Beginning Statement Example: Students that successfully complete this course will earn 1 high school credit for *course title* as well as have a basic overview of _____ and related topics.

Course Description

Fall Semester 2022

Instructor:

Office/Office Hours:

Telephone:

E-mail: Example: the best way to reach me is by sending a message within your Canvas course; however, my email address is _____. My email should only be used as a last resort. Students should expect to receive message responses within 24 hours. I will post if I will not be available in the Announcements, so be sure to read the Announcements!

Time & Location of Class Meeting Example: This course is asynchronous, which means you will be able to access your course material at any time of the day or night. You should have a specific time in the day that you will be assigned to work on your assignments for this course. It is critical to log into your course on a daily basis.

Course Goals & Objectives—list course specific information here

All course objectives must be listed and must be measurable (Standard 2.1)

Technology Requirement: Students will be required to complete and submit assignments by using Canvas, the learning management system for Elite Learning. Students will need use of the Internet for all coursework. Access to word processing and slide presentation software is also required (Standard 1.6)

Technical Support: Technical problems are not common but occur from time-to-time. Students should refer to the *How to Receive Technical Support* document to receive prompt support. This document is found in the ***Elite Learning Guide for Students on Page 28***. You should receive a response within 24 hours (usually much sooner). After you have submitted the trouble ticket, please send me an email or message to let me know what problems you are having.

Teaching Methods

Required Text & Other Materials (Standard 4.1)

Provide all your book materials including the publisher and ISBN. Add the following statement: All course materials were selected to meet the course goals and objectives (Standard 4.2). Also add the following statement: Students should contact their facilitator or guidance counselor to receive all textbooks. If you are unable to receive a book within the first few days of class, contact the instructor.

Grading Policy & Scale (Standard 3.2)

This course will be graded on a ten-point scale:

100-93 %= A 92-85 % = B 84-77% = C 76-70% = D 69 % or less = F

All grades will be reported by SVETN to each school with a numeric grade and a recommended letter, but assignment of a final letter grade will be at the discretion of the student's school.

Note: The points, percentages, and weights for each component of the course grade are clearly stated. You are required to explain exactly how grades will be determined. For example: 3 Tests (30%), 2 Papers (30%), 10 discussions (30%), and 1 final exam (10%).

Note: List the specific criteria you will use to grade assignments. Will you use a rubric, a list of criteria, a required number of submissions, etc.? You can't simply give a student a grade without explaining how you are determining the grade. This criterion gives students the information they need to understand how you will grade an assignment or activity. (Standard 3.3)

Note: You must have a clear statement of the instructor's responsibilities (Standard 5.3). Suggestion: Students should expect to receive feedback from the instructor on all discussion board posts within 48 hours. Because it takes much longer to grade papers, you can expect feedback within 7 days of your submission (usually sooner). (Standard 5.3)

Late Work Policy (Standard 3.2) This should be stated clearly. The official Elite Learning Late Work Policy must be used.

Reading Assignments (if applicable)

Other Assignments (if applicable)

Attendance Policy Examples:

At least once every school day, you are required to log on to Canvas and perform three tasks:

1. Check your inbox for new messages.
2. Check for new course announcements.
3. Check the calendar to see what work is due.

You should then proceed to work on the assignments within the current unit.

OR

Because this is an Internet based course, there is not a scheduled time set for your coursework. Each student must be dedicated to completing assignments independently. The student will be required to log in to this course on a regular basis, which will be checked by the teacher. The school and/or parents will be notified if a student has not logged into their course for a three day period. Contacts will also be made if a student is logging into their course with only a minimum amount of work each day. Expect no less than 60-90 minutes of work each day.

How to be Successful Example:

- Make sure you read through this entire document. There is useful information here.
- Stay on task by printing off your assignment sheets and keeping them in a notebook with a calendar.
- Plan ahead, and do not procrastinate. An asynchronous class requires discipline. If you are not self-disciplined in your studies, then you need to rethink your decision to take this class.

- You must stay focused and keep a steady pace, or you will fall behind.
- Technical difficulties may occur. Remember that technical difficulties happen with online courses. Report technical problems as soon as possible by submitting a trouble ticket at www.svetn.org under the Contact tab.

Disabilities: All high school has resources available for students with disabilities (IEP). School counselors will provide a copy of IEP accommodations to Elite Learning. All accommodations will be met. (Standard 7.2)

Emergency Policy: Follow all emergency policies for your home school.

Academic Integrity: Each student will be bound by the academic codes of their school. Any violations will be reported to the student's school for appropriate disciplinary action. Cheating will not be tolerated. It is assumed that students will maintain standards of conduct appropriate to membership in Elite Learning. Emphasis is placed on standards of student conduct rather than on limits or restrictions. Guidelines and regulations governing student conduct are developed by the Elite Learning faculty, staff, and administration. More detailed information is found in the *Elite Learning Student Guide*. (Standard 1.4)

It is critical that all students read the Elite Learning Guide for Students. This guide is located at www.svetn.org as well as within your course. Contact Dawn Stafford, SVETN Executive Director, if you have questions or concerns.

Course syllabus and schedule is subject to change at the discretion of the instructor.

Steps to Begin Elite Learning Courses

STEP ONE—Locating the Elite Learning Guide for Students

- Go to www.svetn.org
- Select the *Elite Learning* drop-down button
- Select the *Elite Learning Guide* link
- Select the *Elite Learning Guide for Students* link
- Read the entire guide to learn more about Elite Learning and student expectations.

STEP TWO—Logging Into Your Course

- Go to www.svetn.org
- Select ELITE LEARNING LOGIN located at the top-right. Select your course.
- Log in by using your username, which will be the email address entered into the Elite Learning enrollment system by your school counselor. In most cases, if your school provides email addresses to students, this will be your school issued email address. If you are unsure what email address was used, contact your school counselor before attempting to log into Elite Learning.
- The default password is **Elite2022\$** for all new students.
- If your username/password does not work, you should first confirm with your counselor that the correct email address was entered into the enrollment system when creating your profile. The most common login problem is that the school has entered an incorrect email address for the student.
- If your email address is incorrect, it may take up to 24 hours before you can login to Canvas once your school counselor or Elite Learning has made a correction in the system.
- If unable to log in by using the previous steps, students should submit a trouble ticket at <https://support.svetn.org>.

STEP THREE—Student Orientation

- After entering Canvas, you will see the Student Orientation material at the top of the course. Complete all activities.
- On August 15 (fall) or January 9 (spring), you will begin to see the course you are enrolled in.

2022-2023 Elite Learning Calendar

Fall Semester (80 Days)

<i>August 11</i>	Elite Learning Courses opens for all students; courses should be ready
<i>August 15</i>	First official day of class
<i>September 5</i>	SVETN offices closed for Labor Day; No Elite Learning Courses
<i>September 6</i>	Begin to enforce deadlines and late work policy
<i>September 12</i>	End of first quarter (20 days)
<i>September 14</i>	Progress grades due by 8:00 a.m.
<i>October 10-11</i>	Midterm exams; NOTE: Yearlong courses are exempt (40 days)
<i>October 13</i>	Midterm grades due by 8:00 a.m.
<i>November 8</i>	End of third quarter (60 days)
<i>November 10</i>	Progress grades due by 8:00 a.m.
<i>November 23-25</i>	SVETN offices closed for Thanksgiving; No Elite Learning Courses
<i>December 7</i>	Last day for assignments to be due
<i>December 8-9</i>	<i>Final exams; midterm exam for yearlong courses; late assignments only</i>
<i>December 9</i>	End of fall semester for ALL courses
<i>December 12</i>	Final grades due by 8:00 a.m.

Spring Semester (80 days)

<i>January 9</i>	Elite Learning courses opens for all students; courses should be ready
<i>January 12</i>	First official day of classes for spring semester courses
<i>January 26</i>	Begin to enforce deadlines and late work policy
<i>February 9</i>	End of first quarter (20 days)
<i>February 13</i>	Progress Grades Due by 8:00 a.m.
<i>March 8-9</i>	Midterm Exam (40 days) NOTE: Yearlong courses are exempt
<i>March 13</i>	Midterm grades due by 8:00 a.m.
<i>April 6</i>	End of third quarter (60 days)
<i>April 10</i>	Progress grades due by 8:00 a.m.
<i>April 13-18</i>	Spring break for ALL Elite Learning courses; no assignments due
<i>May 8</i>	Last day for assignments to be due
<i>May 9-10</i>	Final exams for all courses; only late assignments may be submitted
<i>May 10</i>	End of spring semester for ALL courses
<i>May 12</i>	Final grades due by 8:00 a.m.

Online Etiquette Expectations for Students

These standards of conduct apply to both formal and informal communication within all online courses.

Personal Conduct

This standard applies to both formal and informal discussions within your course.

Show respect for others.

- Always ask yourself ‘would I say this to a person’s face?’
- Avoid offensive language.
- Be tolerant of diverse opinions and perspectives.

Communication Procedures

These standards apply primarily to formal communications including discussion forums, course mail, drop boxes and other instructor-assigned topics.

1. Responses must be more than a simple agreement or disagreement.
2. Do not be afraid to disagree with others in the group.
 - If you agree or disagree, choose a position and defend it while respecting the opinions of others.
 - Make sure discussions are intellectual not emotional.
 - Point out mistakes politely.
3. Course communication must follow directions for the specific assignment.
 - Submit using the appropriate tool—drop box, discussion forum, course mail, etc.
 - Respond in a timely manner and stay focused on discussion topic.
 - Follow the format specified by the instructor.
4. Proofread submissions carefully.
 - Observe rules of grammar, punctuation, and spelling including avoiding use of slang, Internet abbreviations or lingo.
 - Make sure what you write makes sense.
5. Plagiarism will result in a zero. Students should contact their instructor if they do not completely understand plagiarism.

Code of Student Conduct

Emphasis is placed on standards of student conduct rather than on limits or restrictions. Guidelines and regulations governing student conduct are developed by representatives of the faculty, staff, and administration.

Forms of Student Misconduct Subject to Disciplinary Action

1. All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to instructors or administrators, and the forgery, alteration, or use of course documents or instruments of identification with the intent to defraud.
2. All forms of plagiarism including the appropriation of passages, either word for word or in substance, from the writings of another and the incorporation of those passages as one's own in written work offered for credit. Elite Learning assumes that the written work offered for credit is the student's own unless proper credit is given the original author by the use of quotation marks and footnotes or other explanatory inserts.
3. All collaboration with another person in the preparation or editing of notes, themes, reports, or other written work offered for credit is prohibited unless such collaboration has been specifically approved in advance by the instructor. Examples of collaboration include extensive use of another's ideas for preparing a creative assignment and receiving undue assistance in the preparation or editing of written materials.
4. Giving or receiving, offering or soliciting information on any quiz, test, or examination is prohibited; this includes the following:
 - (a) Copying from another student's paper.
 - (b) Use of prepared materials during the examination.
 - (c) Collaboration with another student during the examination.
 - (d) Buying, selling, stealing, soliciting, or transmitting the contents of an examination.
 - (e) Substituting for another person during an examination or allowing such a substitution for one's self.
 - (f) Bribery of any person to obtain examination information.

Misconduct Guidelines – Online Learning Specifics

1. Students who gain access to user accounts other than their own by using various technologies or through other dishonest means may be suspended from the program. See suspension outcomes under the Sanctions section of this document.
2. Students who intentionally or unintentionally view other's personal information, grades or other "locked" areas of user accounts may be suspended from the program. See suspension outcomes under the Sanctions section of this document.

3. Students are expected to perform all work themselves. If it is discovered and proven that any student is allowing others to access their user account and complete assignments, tests, etc., he or she may be suspended at the discretion of the administrators.
4. Administrators retain the right to use any and all tracking technologies available to them within student civil rights. This will ensure that students are presenting assignments in an honest manner.

Sanctions

The following sanctions may be imposed:

Admonition: An oral or written statement to a student that he/she is violating or have violated program rules and may be subject to more severe disciplinary action.

Suspension: Exclusion from participating in the program as a student for a definite period of time. Suspension will result in a zero grade.

Additional sanctions may be imposed if the Honor Code violation is severe.

Inclement Weather or School Closure Policy

Asynchronous online courses have many advantages over the traditional classroom. Among those advantages are the availability of the instructor, the opportunity to "attend" class from many locations, the flexibility of schedule, and no make-up days due to snow. To provide the required amount of "seat-time" for students, Elite Learning instructors will continue to present class material and require assignment submissions. When some schools are temporarily closed, it is necessary to require a continuation of assigned work even if students are absent from school due to weather or school closures. It is the responsibility of the student to access the class via Internet during this type of absence. **Students without Internet access beyond school hours will need to discuss this with their instructor at the beginning of the semester.**

Late Work Policy for Students

It is your responsibility to be logged every school day. Students are expected to work on course assignments for a minimum of 60 minutes per school day. If you are absent or unable to log on, please send a message explaining your absence as soon as possible. If you do not log on for more than three school days in a row, your guidance counselor will be contacted.

You are expected to plan ahead for due dates and give yourself plenty of time to complete all work. DO NOT wait until the last minute. For example, if a writing assignment is open for an entire week, but you wait until ten minutes before the assignment closes and experience a technical problem, you will not be given an extension because ample time was provided for you to submit your work. Plan accordingly if you will be out of school on trips. All work must be completed before leaving for a school trip to prevent them from being late. Due dates are located on the calendar and throughout the course.

If you do not turn in an assignment on the deadline, you will be allowed to submit it with point deductions for one week (exceptions may apply). For example: If assignment is due on August 10, you will have until August 17 to submit it for partial credit. There will be an automatic 25-point deduction for all late submissions.

- Sue doesn't turn in her work by the August 10 deadline. On August 11, the instructor posted the following into Sue grade book:
 - Example comment in gradebook: (8-11) *This assignment was due on August 10 but not submitted. You may submit the work until August 17 with a 25-point deduction. If there are extenuating circumstances that have prevented you from submitted this assignment, please contact me as soon as possible. The zero will be removed after the assignment if submitted.*
- Sue turns in her work three days late. After grading the assignment, her instructor believes it is quality work. He assigns her a 90 BUT he then deducts 25 points because the assignment was late. Sue will see a 65 in the grade book. Students will be made aware of the last day to submit the assignment within the grade book.
- If Sue doesn't turn in her assignment by the final deadline, she will see an additional statement in her grade book. (8-18) *This assignment is now closed. It was not submitted by the final deadline. You may longer submit this assignment for a grade.*

Exceptions to the late work policy will only be allowed IF a documented excuse is provided by your school's guidance counselor or administrative staff (illness, family emergency, etc.). Email the teacher if problems occur so they can be handled on a one-on-one basis. Please be aware that SVETN's schedule requires that we adhere to deadlines, even when schools are closed. If you have internet access at home, continue to log in and participate in class even if your school is closed. If you do not have home internet access, it is your responsibility to inform the instructor at the beginning of the semester.

2022-2023 Elite Learning Course Offerings

Cybersecurity Fundamentals (6302)

Fall, Spring, Yearlong

Cybersecurity affects every individual, organization, and nation. This course focuses on the evolving and pervasive technological environment with an emphasis on securing personal, organizational, and national information. Students will be introduced to the principles of cybersecurity, explore emerging technologies, examine threats and protective measures, and investigate the diverse high-skill, high-wage, and high-demand career opportunities in the field of cybersecurity. Students will have the opportunity to prepare for success on related industry certifications aligned to the course content.

Computer Science Foundations (10020)

Fall, Spring, Yearlong

The course will have an emphasis on computer programming within the context of broader concepts of computer science. Programmable computing tools will be used to facilitate design, analysis, and implementation of computer programs. The course will focus on exploring and creating computer programs, facilitating reasoning and problem solving, and verifying solutions to computer related problems.

SAT/ACT Prep (22001)

Fall, Spring, Yearlong

The SAT Prep course concentrates on SAT reading, vocabulary and writing skills along with math practice. The course includes practice in taking the SAT test, as well as strategies for the question types (sentence completion, vocabulary, critical reading, and writing – finding errors / revision).

Public Speaking (01151)

Fall, Spring, Yearlong

This is a performance course which allows students to become proficient in selected categories and to gain knowledge of advanced oral communication techniques. This course is tutorial in nature with the teacher acting as a facilitator as students refine oral interpretation and persuasive speaking skills, deliver impromptu and special occasion speeches, and explore mass media.

Creative Writing (01104)

Fall, Spring, Yearlong

Introduces the student to the fundamentals of writing imaginatively. Students write in forms to be selected from poetry, fiction, drama, and essays.

Business Law (6131)

Fall, Spring, Yearlong

Students examine the foundations of the American legal system and learn the rights and responsibilities of citizens and businesses. Students gain knowledge and skills by exploring economic and social concepts related to laws governing business and individuals. Focus areas include contracts, consumer protection, criminal law, tort law, international law, family/domestic law, employment law, cyber law, and careers in the legal profession. Students may combine classroom instruction and work-based learning opportunities in an approved position with continuing supervision.

Principles of Business & Marketing (6115)

Fall, Spring, Yearlong

Students discover the roles of business and marketing in the free enterprise system and the global economy. Students examine basic financial concepts of banking, insurance, credit, taxation, and investments to provide a strong background for making sound decisions as consumers, wage earners, and citizens. The real-world effects of technology, effective communication, and interpersonal skills is evident throughout the course. This course also supports career development skills and explores career options.

Economics & Personal Finance (6120)

Fall, Spring, Yearlong

Students learn how economies and markets operate and how the United States economy is interconnected with the global economy. Additionally, they learn how to navigate the financial decisions they must face and to make informed decisions relating to career exploration, budgeting, banking, credit, insurance, spending, financing postsecondary education, taxes, saving and investing, buying/leasing a vehicle, and living independently. They also learn the importance of investing in themselves in order to gain the knowledge and skills valued in the marketplace. Development of financial literacy skills and an understanding of economic principles will provide the basis for responsible citizenship, more effective participation in the workforce, and career success.

Pre-Calculus (02104)

Fall, Spring, Yearlong

Pre-Calculus is the preparation for Calculus. The course approaches topics from a function point of view, where appropriate, and is designed to strengthen and enhance conceptual understanding and mathematical reasoning used when modeling and solving mathematical and real-world problems. Students systematically work with a list of parent functions and their multiple transformations. The study of Pre-Calculus deepens a student's mathematical understanding and fluency with algebra and trigonometry and extends their ability to make connections and apply concepts and procedures at higher levels.

Calculus (02121)

Fall, Spring, Yearlong

Calculus introduces limits, continuity, while extending the content learned in Pre-Calculus. The course also introduces differentiation and integration of algebraic, exponential, logarithmic, trigonometric functions with an emphasis on application in the real-world.

Additional Requested Courses with Limited Availability:

- **Algebra II Fall 2022**
- **AFDA (Algebra Functions Data Analysis) Fall 2022, Spring 2023**
- **Probability & Statistics Spring 2023**
- **Geometry**

Elite Learning Instructor Information 2022-2023

<i>Course Name</i>	<i>Instructor</i>	<i>Email</i>
Public Speaking	David Burns	davidburns@scsb.org
SAT ACT Prep (English)	Lorna King	lorking@wytek12.org
SAT ACT Prep (English)	Joey Shipley	jshipleysco@hotmail.com
SAT ACT Prep (Math)	Jonathan Powers	jonathan.powers@wytek12.org
Creative Writing	David Burns	davidburns@scsb.org
Business Law	Dawn Stafford	dstafford@swcenter.edu
Economics & Personal Finance	Dawn Stafford	dstafford@swcenter.edu
Principles of Business & Marketing	Dawn Stafford	dstafford@swcenter.edu
Cybersecurity Fundamentals	Sonia Vanhook	svanhook@swcenter.edu
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Algebra II	Jonathan Powers	jonathan.powers@wytek12.org
Algebra Functions Data Analysis	Jonathan Powers	jonathan.powers@wytek12.org
Probability & Statistics	Jonathan Powers	jonathan.powers@wytek12.org
Geometry	Jonathan Powers	jonathan.powers@wytek12.org

How to Submit an Elite Learning Trouble Ticket

ALL teachers, guidance counselors, and students will use the same procedure for submitting trouble tickets.

- Go to www.svetn.org
- Select the Contact drop-down arrow
- You will see a notification box titled HAVING TROUBLE. Select Click Here to submit a trouble ticket report
- Complete all the required boxes then select Submit.

Having Trouble?

How to Receive Technical Support

ALL teachers, guidance counselors, and students will use the same procedure for submitting trouble tickets.

[Click Here](#) to submit a trouble ticket report.

- Your message will automatically be distributed to the Educational Technologist and Elite Learning Administrator
- You will receive a notification as soon as your issue is resolved.

TIP: Students--always contact your instructor AFTER you have submitted a trouble ticket to let them know you are having problems and are waiting on the issue to be resolved.

Invoice for Services

Please fill in your name, your address, your SSN, the date of the invoice, the date of services, description of services and amount and send invoice to SVETN at the address below or submit by e-mail to dstafford@swcenter.edu.

Your name Address City, State, Zip SSN		Invoice <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50px; text-align: center;">DATE</td> <td style="width: 50px;"></td> </tr> <tr> <td> </td> <td> </td> </tr> </table>		DATE			
DATE							
BILL TO Southwest Virginia Education & Training Network P.O. Box 1987 Abingdon, VA 24212-1987		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50px; text-align: center;">P.O. NO.</td> <td style="width: 50px; text-align: center;">PROJECT</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>		P.O. NO.	PROJECT		
P.O. NO.	PROJECT						
DATE	DESCRIPTION	AMOUNT	TOTAL				
Date(s) of service	Describe reason for payment (for example, contract services for course creation, course instruction, etc.)	Enter amount requested	Enter Total				
		TOTAL DUE	\$0.00				

Instructor Pay 2022-2023

Students	3-credit		Students	3-credit
1	NA		26	\$1,710.00
2	NA		27	\$1,795.00
3	NA		28	\$1,880.00
4	NA		29	\$1,965.00
5	NA		30	\$2,050.00
6	NA		31	\$2,135.00
7	NA		32	\$2,220.00
8	NA		33	\$2,305.00
9	NA		34	\$2,390.00
10	\$1,065.00		35	\$2,475.00
11	\$1,115.00		36	\$2,560.00
12	\$1,200.00		37	\$2,645.00
13	\$1,200.00		38	\$2,730.00
14	\$1,200.00		39	\$2,815.00
15	\$1,200.00		40	\$2,900.00
16	\$1,200.00		41	\$2,985.00
17	\$1,200.00		42	\$3,070.00
18	\$1,200.00		43	\$3,155.00
19	\$1,200.00		44	\$3,240.00
20	\$1,200.00		45	\$3,325.00
21	\$1,285.00		46	\$3,410.00
22	\$1,370.00		47	\$3,495.00
23	\$1,455.00		48	\$3,580.00
24	\$1,540.00		49	\$3,665.00
25	\$1,625.00		50	\$3,750.00