

# MAKING MONEY WORK FACILITATOR HANDBOOK



Central New Mexico Community College  
[cnm.edu/dualcredit](http://cnm.edu/dualcredit)  
[dualcredit@cnm.edu](mailto:dualcredit@cnm.edu)  
(505) 224-3352

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# WELCOME

Welcome to the Central New Mexico Community College Dual Credit Program! We are pleased to partner with you in offering the Making Money Work program at your high school. By offering this Dual Credit course at your high school, you are providing an opportunity for your students to experience the rigor of a college course and help with the transition from high school to college.

Central New Mexico Community College (CNM) is committed to creating educational opportunities and community partnerships while pursuing a level of community college excellence that is worthy of local and national recognition. CNM's mission is "Changing Lives, Building Community." The Dual Credit Program supports this mission by providing access to college and support for a seamless P-20 education system. Dual Credit is designed to provide CNM classes to high school students who are ready for college-level work.

The goals of the Dual Credit Program are to:

- Inspire increasing numbers of high school students to attend college
- Promote academic confidence
- Provide advanced learning opportunities for motivated students
- Increase the probability of students completing a Certificate or an Associate's degree in two years or less
- Strengthen relationships between partnering high schools and CNM

This handbook is intended for Making Money Work high school facilitators offering Financial Literacy (FIN 1010) at their high school.

## **CNM Outreach Services**

**505-224-3352**

**[cnm.edu/dualcredit](http://cnm.edu/dualcredit)**

**[dualcredit@cnm.edu](mailto:dualcredit@cnm.edu)**

## **FACILITATOR ROLES AND RESPONSIBILITIES**

CNM considers you a partner in our vision and mission to help improve the outcomes of our high school students by providing them with a quality college experience. Making Money Work high school facilitators are paid a contractor stipend and are responsible for the following in order to receive payment of this stipend:

- Attend required dual credit facilitator training each semester
- Ensure all students have completed the enrollment process by deadlines
- Meet minimum enrollment for the class
- Ensure class rosters are accurate prior to start of course
- Work with students for 3 hours each week during the 12-week term in a computer lab
- Ensure students follow weekly assignment deadlines
- Communicate with CNM instructor to provide support to students
- Coordinate with Outreach Services if any students have enrollment issues

## **STIPEND PROCESS**

Making Money Work high school facilitators are paid a \$500 contractor stipend. Two weeks after the beginning of the term, Outreach Services will communicate with facilitators on how many stipends will be paid based on enrollment in the course. Stipend amounts are determined by the Senior Director of Outreach Services.

At the end of the term, your high school or district office will invoice CNM for your stipend. CNM will pay your stipend directly to your high school or district office, which in turn will pay you via your regular school paycheck minus any taxes that your school takes out.

## **REQUIRED TRAINING**

Making Money Work high school facilitators are required to attend the training offered by Outreach Services. If facilitators are offering FIN 1010 in both fall and spring, only the fall training is required. However, attendance at training is required each school year.

## **ENROLLMENT PROCESS**

Making Money Work high school facilitators are required to work with their students to get them through the CNM admissions and registration process for their section of FIN 1010. Outreach Services will provide training on this process. Documents to guide facilitators and students through this process are also available on CNM's Dual Credit web site at [cnm.edu/dualcredit](http://cnm.edu/dualcredit).

## **MINIMUM ENROLLMENT**

The minimum enrollment for a FIN 1010 course in your high school is 10-16 students. CNM's standard for a course to make before being cancelled is 16 students, however, a minimum of 10 students is needed to get paid the stipend. CNM may combine your students with another school based on enrollment.

## **CLASS ROSTERS**

Making Money Work high school facilitators are expected to confirm their class rosters prior to the beginning of the term. This will ensure all students sitting in the class are fully registered for the class on the CNM side in order to receive the college credit. High school rosters are separate from CNM rosters. Outreach Services will send you a roster to confirm the Monday before the course begins.

## **DROPPING STUDENTS**

Dual Credit students no longer attending class must be dropped by the CNM instructor by the appropriate deadlines provided. Instructors must drop students for nonattendance only. Students must drop themselves if they are no longer interested in taking the class. Making Money Work high school facilitators should communicate with their CNM instructor to drop students who are no longer attending class.

## **SPECIAL NEEDS REQUIREMENTS**

Making Money Work high school facilitators and their high school must provide appropriate accommodations and services for special education students while students are enrolled in dual credit classes, including academic adjustments, auxiliary aids and services for eligible students. Questions or concerns about accommodations can be directed to the CNM Academic School and CNM's Disability Resource Center.

## **CNM LEARN/BLACKBOARD ACCESS**

Making Money Work high school facilitators will have access to CNM Learn/Blackboard to view the course along with their students.

To Access CNM Learn:

- Go to [learn.cnm.edu](http://learn.cnm.edu) OR click on CNM Learn from the CNM web site
- Login with your myCNM username and password
- Under My Courses in the right column, click on your course

Facilitators are encouraged to complete the Jumpstart Course for Students within CNM Learn.

To Enroll in the Jumpstart Course for Students:

- Login to [learn.cnm.edu](http://learn.cnm.edu)
- Click the Courses tab at the top of the page
- In the Course Catalog box, click CNM Learn Jumpstart Course for STUDENTS
- Click the down arrow next to Start\_Online\_Course, then click Enroll
- Click Submit, then begin your course

# COURSE INSTRUCTION AND CURRICULUM

FIN 1010 is an online distance learning course taught by CNM instructors. Making Money Work high school facilitators are required to work with their students to ensure they are on track throughout the FIN 1010 course, as well as communicate with the CNM instructor to ensure student success.

Faculty and facilitator roles are as follows:

FACULTY	FACILITATOR
<ul style="list-style-type: none"> <li>Faculty provides instruction of the curriculum online.</li> </ul>	<ul style="list-style-type: none"> <li>Facilitators provide guidance and support in the classroom.</li> </ul>
<ul style="list-style-type: none"> <li>Faculty will communicate with students via electronic means or face-to-face to resolve questions or issues.</li> </ul>	<ul style="list-style-type: none"> <li>Facilitators will help faculty to communicate with students if the student has not responded to the faculty member's email, calls, etc.</li> </ul>
<ul style="list-style-type: none"> <li>Faculty will provide students their grades in a timely matter and will share information with the facilitator if the student is having academic issues.</li> </ul>	<ul style="list-style-type: none"> <li>Facilitators will respond to Faculty's calls or email within 24-48 hours.</li> </ul>
<ul style="list-style-type: none"> <li>Faculty will respond to Facilitator's calls or email within 24-48 hours.</li> </ul>	<ul style="list-style-type: none"> <li>Facilitators need to let their Faculty member know if they would like to be "enrolled" as a student in their high school class section. (This will allow them to see what the students see on BB Learn.)</li> </ul>
<ul style="list-style-type: none"> <li>Faculty will contact Facilitators when midterm grades are issued, disciplinary problems arise, assignments dates are changed (example: snow days), etc.</li> </ul>	<ul style="list-style-type: none"> <li>Facilitators will enforce all CNM policies, such as Academic Dishonesty, adherence to the syllabus, etc.</li> </ul>

## FACILITATORS: DO...

- Answer student questions about assignment,
- Guide student in methods of studying curriculum, review student answers to help student's improve their work and study habits,
- Assist student with Blackboard technology,
- Encourage student to personally relate to the material,
- Counsel student on when and how to contact the instructor,
- Contact instructor with improvements and error corrections to the assignment

## FACILITATORS: DON'T...

- Work sample answers on the board for student's to copy,
- Grade an assignment or offer an opinion of what a grade should be,
- Personally intervene on behalf of the student,
- Ignore student cheating,
- Change the assignment
- Extend deadlines for any reason



## **COURSE REGISTRATION NUMBER (CRN)**

Making Money Work high school facilitators will be provided with a course registration number (CRN) that is specific to their high school. These CRNs are hidden and can't be found on CNM's public Schedule of Classes. Facilitators are asked to fill the first CRN they are provided with. If a second CRN is needed, facilitators can request one by emailing [dualcredit@cnm.edu](mailto:dualcredit@cnm.edu).

## **COURSE REPEAT POLICY**

Students needing to take FIN 1010 for the third time must get prior approval from CNM's Dual Credit Academic Coach, Sofia Ledesma. Deadline to request approval to take FIN 1010 for the third time is two weeks before the class begins.

## **LATE REGISTRATION POLICY**

CNM no longer offers late registration and will not allow students to be registered by the instructor after the first week of class. Making Money Work high school facilitators must ensure their students are registered by the provided deadlines. The deadline for FIN 1010 students to get registered for their high school section is two weeks before the course begins. If a student needs to be registered after this deadline, the Making Money Work high school facilitator must email [dualcredit@cnm.edu](mailto:dualcredit@cnm.edu) with a list of students that still need to be registered. These students will manually be registered for the class. Students will be added to this late registration list until the Thursday before the course begins.

## **COMMUNICATION WITH INSTRUCTORS**

Making Money Work high school facilitators should communicate with their assigned FIN 1010 CNM instructor through the Blackboard Messaging tool. The instructor will not send communication to your high school email address. Students should also communicate with their instructor through the Blackboard Messaging tool.

## **GRADES**

CNM FIN 1010 instructors will periodically send points updates for your students through the Blackboard Messaging tool. Announcements are posted for students on how to calculate what their current grade is based on the number of points they currently have. Final grades will not be provided to the Making Money Work high school facilitators. A final grade report is sent to each high school the Friday after CNM's term ends.

## **DUAL CREDIT ACADEMIC COACH**

The role of the Dual Credit Academic Coach is to support student success at CNM. The Dual Credit Academic Coach presents CNM resources, academic goals, career planning, and general resources to FIN 1010 students. The Dual Credit Academic Coach educates the students about how to improve student academic skills (Time Management, Test Anxiety, Study Skills, etc.) and set career goals. The Dual Credit Academic Coach collaborates with the MMW staff for recruitment, registration and retention, and supports the FIN 1010 facilitators and faculty to ensure academic success.

## ACADEMIC DISHONESTY

CNM students are expected to behave in a professional and honest manner. Students are responsible for understanding and adhering to the CNM codes and policies that govern and prescribe acceptable student behavior and academic dishonesty. The codes and policies of CNM's courses are governed by the Student Code of Conduct. If a student demonstrates behavior that is a violation of the Code of Conduct, the incident will be reported to the Dean of Students.

### Reference Links:

Academic Integrity Policy: <https://www.cnm.edu/depts/dean-of-students/academic-integrity-policy>

Student Code of Conduct: <https://www.cnm.edu/depts/dean-of-students/student-code-of-conduct>

Dean of Students: <https://www.cnm.edu/depts/dean-of-students>

## FIN 1010 CONTACTS

### Outreach Services

(505) 224-3352

[dualcredit@cnm.edu](mailto:dualcredit@cnm.edu)

### Dual Credit Academic Coach

Sofia Ledesma

(505) 224-4000 x53301

[sledesmasolis@cnm.edu](mailto:sledesmasolis@cnm.edu)

### Program Chair for FIN 1010

Roshelle Overton

(505) 224-4000 x52235

[roverton1@cnm.edu](mailto:roverton1@cnm.edu)