FLCC’s Gemini program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), a nationwide organization with an established set of programmatic standards indicative of quality concurrent enrollment programs. For more information please visit www.nacep.org.

As an accredited member of NACEP, the Gemini program has a high standard of excellence that must be carried through to our high school faculty. We expect all prospective faculty to go through a similar approval process as an adjunct faculty. Therefore, we request that the following materials be submitted:

- Application
- Current resume
- Undergraduate transcripts (unofficial transcripts are acceptable)
- Graduate transcripts (unofficial transcripts are acceptable)
- One letter of recommendation
- Anticipated course syllabus and outline (must align with the FLCC course syllabus, see attached course syllabus template). FLCC course descriptions and outlines are available at http://www.flcc.edu/courses/index.cfm.

In addition, high school faculty may be asked to meet with a department chair/faculty member for an interview and/or a classroom visit before being approved.

The completed materials will be reviewed by the FLCC department for approval of the perspective course syllabus and teacher’s qualifications since this individual is, in essence, an adjunct faculty member. Once the department has rendered a decision, an official letter of notification will be sent to the applicant and site coordinators.

Please note that course continuation depends upon the following:

- Attendance at the Gemini New Instructor Workshop held in August.
- Mandatory course review the first year the course is offered and subsequent site visits from a FLCC faculty and/or representatives.
- Course syllabus/outline submitted electronically to the Office of Concurrent Enrollment each time the course is offered.

For further information please visit our website at www.flcc.edu/highschool, contact our office at 315.789.6701, ext. 6018 or e-mail secondaryprograms@flcc.edu.
Sample Course Syllabus Template

**FLCC Course Prefix and Number:** Ex. ENG 101

**Semester and Year:** Ex. Fall 2007

**FLCC Course Name:** Ex. Freshman English

**# of Credit Hours:** Ex. 3 credits

**FLCC Catalog Description including pre and co requisites** (Available on the FLCC syllabus or online at [http://www.flcc.edu/courses/index.cfm](http://www.flcc.edu/courses/index.cfm)).

**Learning Outcomes** (taken from FLCC syllabus, may include additional outcomes you deem necessary)

**Textbook Information**

Use of the FLCC textbook is required unless an alternative text has been approved by the department. May include additional resources you deem necessary.

**Methods of Instruction**

Ex. This course is lecture based, however class discussions are an important part of the course. Three unit projects also help the students learn using hands-on experiences. Applicable films will also be incorporated into the course.

**Methods of Evaluation/Assessment**

Ex. The student’s final grade in the course will be determined by their performance on the following:

- Unit Exams (3) - 50%
- Unit Projects (3) - 30%
- Weekly Quizzes - 15%
- Class Participation - 5%

**General Outline of Topics Covered with Calendar of Assignments**

**FLCC Grading Policy**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>GPA</th>
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<td>90-92</td>
<td>3.7</td>
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<tr>
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<td>87-89</td>
<td>3.3</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>F</td>
<td>62 &amp; lower</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Note:** You may include additional information specific to your course and/or other high school requirements. This template is designed to provide the basic information needed on a syllabus.
Finger Lakes Community College Gemini Program
Business Organization Instructor Qualifications

**Education**

- **Bachelor’s**: Both degrees are required and one must be in a Business curriculum

- **Master’s**: Related Course work outside of either degree program:
  - Not Required

**Teaching Experience**

- **Years teaching in desired field**: Two years teaching experience

- **Courses taught**: Business Dynamics or the 9th grade business course; college level business courses preferred

- **Related teaching/professional experience**: Teaching other business courses and practical business experience are both preferred

**Department Requirements**

- **Interview**: Required at location determined by Business Department

- **Teaching demonstration/observation**: Teaching demonstration required at location determined by Business Department

- **Observation of FLCC faculty on campus**: Observation of an FLCC instructor is optional
Education

- Bachelor’s: Both degrees are required and one must be in a Business, Economics, or Social Science curriculum
- Master’s:

- Related Course work outside of either degree program: Not Required

Teaching Experience

- Years teaching in desired field: Two years teaching experience
- Courses taught: High school economics; college level economics preferred
- Related teaching/professional experience: Teaching other business courses and practical business experience are both preferred.

Department Requirements

- Interview: Required at location determined by Business Department
- Teaching demonstration/observation: Teaching demonstration required at location determined by Business Department
- Observation of FLCC faculty on campus: Observation of an FLCC instructor is optional
Education

- Bachelor’s: Computing Science or related field
- Master’s: Computing Science-Related Field (e.g. Programming, MST, Education, etc…)
- Related Course work outside of either degree program: Applicants without a Master’s Degree in a computing science-related field must show evidence of at least 18 semester hours of computing science completed at the graduate level or have permission of the Computing Science Department. Work experience in the field is also taken into account.

Teaching Experience

- Years teaching in desired field: Minimum of 2 years full-time
- Courses taught: Minimum of High School computing science
- Related teaching/professional experience: Tutoring, adjunct college teaching, or experience with teaching college-credit bearing courses desired.

Department Requirements

- Software Component: Must receive software approval by the Computing Science Department.
- Interview: Not Required
  An interview may be conducted at applicant’s school or at an FLCC campus, at the discretion of the Computing Science Department.
- Teaching demonstration/observation: Not Required
  A teaching demonstration/observation may be conducted at applicant’s school or at an FLCC campus, at the discretion of the Computing Science Department.
- Observation of FLCC faculty on campus: Computing Science Department may require an applicant to observe an FLCC faculty member in the requested course(s).
Finger Lakes Community College Gemini Program
Conservation Instructor Qualifications Information Sheet

Education

- Bachelor’s: Conservation or related field
- Master’s: Conservation/Sciences-Related Field (e.g. Chemistry, Natural Sciences, MST, Education, Conservation, etc…)
- Related Course work outside of either degree program: Have permission of the Computing Science Department. Work experience in the field is also taken into account.

Teaching Experience

- Years teaching in desired field: Minimum of 2 years full-time
- Courses taught: Minimum of High School Conservation
- Related teaching/professional experience: Tutoring, adjunct college teaching, or experience with teaching college-credit bearing courses desired.

Department Requirements (optional)

- Interview: Not Required
  An interview may be conducted at applicant’s school or at an FLCC campus, at the discretion of the Computing Science Department.

- Teaching demonstration/observation:
  A teaching demonstration/observation may be conducted at applicant’s school or at an FLCC campus, at the discretion of the Conservation Department.

- Observation of FLCC faculty on campus: Conservation Department may require an applicant to observe an FLCC faculty member in the requested course(s).
Finger Lakes Community College Gemini Program
Developmental Studies Instructor Qualifications

Education

- Bachelor's: English or related field
- Master's: English or closely related field (e.g. Humanities, Education, Reading/Literacy, etc.)
- Related course work outside of either degree program:
  Applicants without a Master's degree in an English-related field must show evidence of at least eighteen (18) semester hours in English at the graduate level or have permission of the Developmental Studies Department.

Teaching Experience

- Years teaching in desired field: Minimum of two years full-time
- Courses taught: English courses
- Related teaching/professional experience:
  Tutoring in English composition and literature courses, writing center experience, and adjunct teaching experience on the college level desirable.

Department Requirements (optional)

- Interview: An interview may be conducted at applicant’s school or at an FLCC campus.
- Teaching demonstration/observation:
  A teaching demonstration, at any time during the first semester of Gemini instruction, is required; the teaching demonstration may be presented at the applicant’s school or at an FLCC campus.
- Observation of FLCC faculty on campus: The applicant may observe an FLCC faculty member's class.
Finger Lakes Community College Gemini Program
English Instructor Qualifications

Education

- Bachelor’s: English
- Master’s: English or closely related field (e.g. Humanities, Education, etc.)
- Related course work outside of either degree program:
  Applicants without a Master’s degree in an English-related field must show evidence of at least eighteen (18) semester hours in English at the graduate level or have permission of the Humanities Department.

Teaching Experience

- Years teaching in desired field: Minimum of two years full-time
- Courses taught:  
  I. Composition  
  II. Literature courses in short fiction, poetry, drama, and the novel
- Related teaching/professional experience:  
  Tutoring in English composition and literature courses, writing center experience, and adjunct teaching experience on the college level desirable.

Department Requirements

- Interview: Required, in-person  
  The interview may be conducted at applicant’s school or at an FLCC campus.
- Teaching demonstration/observation:  
  A teaching demonstration, at any time during the first semester of Gemini instruction, is required; the teaching demonstration may be presented at the applicant’s school or at an FLCC campus.
- Observation of FLCC faculty on campus: The applicant may observe an FLCC faculty member’s class.
Finger Lakes Community College Gemini Program
Modern Language Instructor Qualifications

Education

- Bachelor's: French/Spanish
- Master's: French/Spanish or closely related field (e.g. Humanities, Education, etc.)
- Related course work outside of either degree program:
  Applicants without a Master's degree in a modern language-related field must show evidence of at least eighteen (18) semester hours in the field at the graduate level or have permission of the Humanities Department.

Teaching Experience

- Years teaching in desired field: Minimum of two years full-time
- Courses taught:  
  I. French/Spanish  
  II. French/Spanish
- Related teaching/professional experience:  
  Tutoring in modern language, work experience, travel abroad, and adjunct teaching experience on the college level desirable.

Department Requirements (optional)

- Interview: The interview may be conducted at applicant's school or at an FLCC campus.
- Teaching demonstration/observation:  
  A teaching demonstration, at any time during the first semester of Gemini instruction, is required; the teaching demonstration may be presented at the applicant's school or at an FLCC campus.
- Observation of FLCC faculty on campus: The applicant may observe an FLCC faculty member's class.
Education

- Bachelor’s: Mathematics
- Master’s: Mathematics-Related Field (e.g. Math Education, Physics, etc...)
- Related Course work outside of either degree program: Applicants without a Master’s Degree in a mathematics-related field must show evidence of at least 18 semester hours of mathematics completed at the graduate level or have permission of the Mathematics Department.

Teaching Experience

- Years teaching in desired field: Minimum of 2 years full-time
- Courses taught: Minimum of High School mathematics
- Related teaching/professional experience: Tutoring, adjunct college teaching, or experience with teaching college-credit bearing courses desired.

Department Requirements

- Interview: Required
  The interview may be conducted at applicant’s school or at an FLCC campus, at the discretion of the Mathematics Department.
- Teaching demonstration/observation: Required
  The teaching demonstration/observation may be conducted at applicant's school or at an FLCC campus, at the discretion of the Mathematics Department.
- Observation of FLCC faculty on campus: Mathematics Department may require an applicant to observe an FLCC faculty member in the requested course(s).
Finger Lakes Community College Gemini Program
Physical Education and Integrated Health Care Department

**Education**

Bachelor's: Health or Physical Education

Master's: Health or Physical Education

Related Course Work Outside of degree: Applicants without a Master’s Degree must show evidence of at least 18 semester hours of Health/Wellness at the graduate level or have permission from the department.

**Teaching Experience**

Years teaching in desired field: minimum of 2 years full time

Courses taught: Minimum of high school health

Related teaching/professional experience: Tutoring, adjunct college teaching, or experience with college credit bearing courses desired.

**Department Requirements**

**Interview: Required**
The interview may be conducted at the applicant’s school or at an FLCC campus, at the discretion of the FLCC department.

**Teaching demonstration/observation: Required**
The teaching demonstration/observation may be conducted at the applicant’s school or at an FLCC campus, at the discretion of the FLCC department.

**Observation of FLCC faculty on campus:**
FLCC department may require an applicant to observe an FLCC faculty member in the requested course(s).
Finger Lakes Community College Gemini Program
Biology Instructor Qualifications Information Sheet

Education

- Bachelor’s: Biology, MST Education, or related field
- Master’s: Biology/Science-Related Field (e.g. Science/Biology Education, Biology, Anatomy, Physiology, etc…)
- Related Course work outside of either degree program: Applicants without a Master’s Degree in a science-related field must show evidence of at least 18 semester hours of science/biology completed at the graduate level or have permission of the Science Department.

Teaching Experience

- Years teaching in desired field: Minimum of 2 years full-time
- Courses taught: Minimum of High School biology
- Related teaching/professional experience: Tutoring, adjunct college teaching, or experience with teaching college-credit bearing courses desired.

Department Requirements

- Lab Requirements: Required
  Instructors are required to use FLCC lab manuals or receive prior approval from Science Department to use alternate labs.
- Interview: Optional
  An interview may be conducted at applicant’s school or at an FLCC campus, at the discretion of the Science Department.
- Teaching demonstration/observation: Optional
  A teaching demonstration/observation may be conducted at applicant’s school or at an FLCC campus, at the discretion of the Science Department.
- Observation of FLCC faculty on campus: Science Department may require an applicant to observe an FLCC faculty member in the requested course(s).
Finger Lakes Community College Gemini Program
Chemistry Instructor Qualifications Information Sheet

**Education**

- Bachelor’s: Chemistry, MST Education, or related field
- Master’s: Chemistry/Science-Related Field (e.g. Science/Chemistry Education, etc…)
- Related Course work outside of either degree program: Applicants without a Master’s Degree in a science-related field must show evidence of at least 18 semester hours of science/chemistry completed at the graduate level or have permission of the Science Department.

**Teaching Experience**

- Years teaching in desired field: Minimum of 2 years full-time
- Courses taught: Minimum of High School chemistry
- Related teaching/professional experience: Tutoring, adjunct college teaching, or experience with teaching college-credit bearing courses desired.

**Department Requirements (optional)**

- Interview:
  An interview may be conducted at applicant’s school or at an FLCC campus, at the discretion of the Science Department.
- Teaching demonstration/observation:
  A teaching demonstration/observation may be conducted at applicant’s school or at an FLCC campus, at the discretion of the Science Department.
- Observation of FLCC faculty on campus: Science Department may require an applicant to observe an FLCC faculty member in the requested course(s).
Finger Lakes Community College Gemini Program
Physics Instructor Qualifications Information Sheet

Education

- Bachelor’s: Physics, Science Education (MST), or related field
- Master’s: Physics/Science-Related Field (e.g. Science/Physics Education, Engineering, etc…)
- Related Course work outside of either degree program: Applicants without a Master’s Degree in a science-related field must show evidence of at least 18 semester hours of science/physics completed at the graduate level or have permission of the Science Department.

Teaching Experience

- Years teaching in desired field: Minimum of 2 years full-time
- Courses taught: Minimum of High School physics
- Related teaching/professional experience: Tutoring, adjunct college teaching, or experience with teaching college-credit bearing courses desired.

Department Requirements (optional)

- Interview: An interview may be conducted at applicant’s school or at an FLCC campus, at the discretion of the Science Department.
- Teaching demonstration/observation: A teaching demonstration/observation may be conducted at applicant’s school or at an FLCC campus, at the discretion of the Science Department.
- Observation of FLCC faculty on campus: Science Department may require an applicant to observe an FLCC faculty member in the requested course(s).
Finger Lakes Community College Gemini Program
Science Instructor Qualifications Information Sheet

Education

- Bachelor’s: Science Education (MST) or related field
- Master’s: Science-Related Field (e.g. Science/MST Education, Engineering, etc…)
- Related Course work outside of either degree program: Applicants without a Master’s Degree in a science-related field must show evidence of at least 18 semester hours of science completed at the graduate level or have permission of the Science Department.

Teaching Experience

- Years teaching in desired field: Minimum of 2 years full-time
- Courses taught: Minimum of High School course in the field
- Related teaching/professional experience: Tutoring, adjunct college teaching, or experience with teaching college-credit bearing courses desired.

Department Requirements (optional)

- Interview:
  An interview may be conducted at applicant’s school or at an FLCC campus, at the discretion of the Science Department.

- Teaching demonstration/observation:
  A teaching demonstration/observation may be conducted at applicant’s school or at an FLCC campus, at the discretion of the Science Department.

- Observation of FLCC faculty on campus: *Science Department may require an applicant to observe an FLCC faculty member in the requested course(s).*
Finger Lakes Community College Gemini Program
History Instructor Qualifications Information Sheet

Education

- **Bachelor’s** Required. B.A. in History or in Education with at least 12-15 credit hours in History.

- **Master’s** Required. M.A. in History or related field such as political science, ethnic studies or American Studies, with at least 15 hours in history at the graduate level.

- **Related Course work outside of either degree program:** Desirable but not required.

Teaching Experience

- **Years teaching in desired field:** Five years at the high school level. Teaching experience at the community college level desirable.

- **Courses taught:** At the high school or college level directly related to the Gemini course being offered.

- **Related teaching/professional experience:** Demonstrated commitment to quality teaching; use of creative and innovative teaching methodologies; ability to use computers/technology in the classroom.

Department Requirements

- **Interview:** The social science department reserves the right to require an interview if deemed appropriate and/or necessary.

- **Teaching demonstration/observation:** The social science department reserves the right to require a demonstration/observation if deemed appropriate and/or necessary.

- **Observation of FLCC faculty on campus:** The social science department reserves the right to require an observation of FLCC faculty on campus if deemed appropriate and/or necessary.
Education

- **Bachelor’s** Required. B.A. in Political Science or Education or related field with at least 6-9 hours in political science.

- **Master’s** Required. M.A. degree with at least 9-12 hours in political science of which, one course is in the area being taught for Gemini credit.

- **Related Course work outside of either degree program:** Desirable but not required.

Teaching Experience

- **Years teaching in desired field:** Five years at the high school level. Teaching experience at the community college level desirable.

- **Courses taught:** At the high school or college level directly related to the Gemini course being offered.

- **Related teaching/professional experience:** Demonstrated commitment to quality teaching; use of creative and innovative teaching methodologies; ability to use computers/technology in the classroom.

Department Requirements

- **Interview:** The social science department reserves the right to require an interview if deemed appropriate and/or necessary.

- **Teaching demonstration/observation:** The social science department reserves the right to require a demonstration/observation if deemed appropriate and/or necessary.

- **Observation of FLCC faculty on campus:** The social science department reserves the right to require an observation of FLCC faculty on campus if deemed appropriate and/or necessary.
Finger Lakes Community College Gemini Program
Psychology Instructor Qualifications Information Sheet

Education

- **Bachelor’s**  Required.  B.A. in Psychology, education or related field with at least 6-9 credit hours in Psychology

- **Master’s**  Required.  M.A. required with at least 9-12 credit hours in psychology of which one course is in the area being taught for Gemini.

- **Related Course work outside of either degree program:**  Courses in methods of research, education, interpersonal relations desirable.

Teaching Experience

- **Years teaching in desired field:**  Five years at the high school level.  Teaching experience at the community college level desirable.

- **Courses taught:**  At the high school or college level similar or related to the Gemini course being offered, desirable.

- **Related teaching/professional experience:**  Demonstrated commitment to quality teaching; use of creative and innovative teaching methodologies; ability to use computers/technology in the classroom.

Department Requirements

- **Interview:**  The social science department reserves the right to require an interview if deemed appropriate and/or necessary.

- **Teaching demonstration/observation:**  The social science department reserves the right to require a demonstration/observation if deemed appropriate and/or necessary.

- **Observation of FLCC faculty on campus:**  The social science department reserves the right to require an observation of FLCC faculty on campus if deemed appropriate and/or necessary.
Finger Lakes Community College Gemini Program
Sociology Instructor Qualifications Information Sheet

Education

- **Bachelor’s** Required. B.A. required with 3-6 credit hours in Sociology
- **Master’s** Required. M.A. in Sociology, Education or related field with 9-12 hours in sociology of which one course is in the area taught.
- **Related Course work outside of either degree program:** Courses in methods of research, social stratification, or gender studies, desirable.

Teaching Experience

- **Years teaching in desired field:** Five years at the high school level. Teaching experience at the community college level desirable.
- **Courses taught:** At the high school or college level directly related to the Gemini course being offered.
- **Related teaching/professional experience:** Demonstrated commitment to quality teaching; use of creative and innovative teaching methodologies; ability to use computers/technology in the classroom.

Department Requirements

- **Interview:** The social science department reserves the right to require an interview if deemed appropriate and/or necessary.
- **Teaching demonstration/observation:** The social science department reserves the right to require a demonstration/observation if deemed appropriate and/or necessary.
- **Observation of FLCC faculty on campus:** The social science department reserves the right to require an observation of FLCC faculty on campus if deemed appropriate and/or necessary.
Finger Lakes Community College Gemini Program
Art History Instructor Qualifications Information Sheet

Education

- Bachelor’s: Both degrees are required and one must be in an Art curriculum
- Master’s:

- Related Course work outside of either degree program:
  - Not Required

Teaching Experience

- Years teaching in desired field:
  - Two years teaching experience
- Courses taught:
  - Art and/or Art History at high school and college level preferred
- Related teaching/professional experience:
  - Teaching other art courses and practical art experience are both preferred

Department Requirements

- Interview: Not Required
  - An Interview, if deemed necessary or appropriate at a location determined by the VPA Department, Art Faculty.
- Teaching demonstration/observation:
  - A teaching demonstration, if deemed necessary or appropriate at a location determined by the VPA Department, Art Faculty
- Observation of FLCC faculty on campus:
  - Observation of a FLCC instructor is optional
Finger Lakes Community College Gemini Program
Communications Instructor Qualifications Information Sheet

Education

- Bachelor's: Both degrees are required and one must be in a Communications field
- Master’s:

- Related Course work outside of either degree program:
  - Not Required

Teaching Experience

- Years teaching in desired field:
  - Two years teaching experience
- Courses taught:
  - Communications or Speech at the high school, college level preferred
- Related teaching/professional experience:
  - Teaching other communications courses and practical experience are both preferred

Department Requirements

- Interview: Not required
  - An Interview, if deemed necessary or appropriate at a location determined by the VPA Department, Communication Faculty.
- Teaching demonstration/observation:
  - A teaching demonstration, if deemed necessary or appropriate at a location determined by the VPA Department, Communication Faculty
- Observation of FLCC faculty on campus:
  - Observation of a FLCC instructor is optional
Finger Lakes Community College Gemini Program
Music Instructor Qualifications Information Sheet

**Education**

- Bachelor’s
- Master’s:

  Both degrees are required and one **must** be in a Music field

- Related Course work outside of either degree program:
  - Not Required

**Teaching Experience**

- Years teaching in desired field:
  - Two years teaching experience

- Courses taught:
  - Music at high school and college level preferred

- Related teaching/professional experience:
  - Teaching other music courses and practical experience are both preferred

**Department Requirements**

- Interview: Not required
  - An Interview, if deemed necessary or appropriate at a location determined by the VPA Department, Music Faculty.

- Teaching demonstration/observation:
  - A teaching demonstration, if deemed necessary or appropriate at a location determined by the VPA Department, Music Faculty

- Observation of FLCC faculty on campus:
  - Observation of a FLCC instructor is optional
Finger Lakes Community College Gemini Program
Theatre Instructor Qualifications Information Sheet

**Education**

- Bachelor's: Both degrees are required and one must be in a theatre-related field
- Master’s: 

- Related Course work outside of either degree program:
  - Not Required

**Teaching Experience**

- Years teaching in desired field:
  - Two years teaching experience

- Courses taught:
  - Theatre at high school, college level preferred

- Related teaching/professional experience:
  - Teaching other theater courses and practical experience are both preferred

**Department Requirements**

- Interview: Not required
  - An Interview, if deemed necessary or appropriate at a location determined by the VPA Department, Theater Faculty.

- Teaching demonstration/observation:
  - A teaching demonstration, if deemed necessary or appropriate at a location determined by the VPA Department, Theatre Faculty

- Observation of FLCC faculty on campus:
  - Observation of a FLCC instructor is optional
The Business Department is not authorizing new instructors for ACC 101 (Accounting I) at this time. Current Accounting instructors are approved to continue offering the course. If the status changes, the Business Department will create qualifications.