



FLCC: Gemini Faculty Handbook

2018-2019

Office of Concurrent Enrollment
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TABLE OF CONTENTS

About the College.....	3
Mission, Vision, Strategic Priorities.....	4
About the FLCC: Gemini Program.....	5
2018-2019 Gemini Calendar.....	6
Course Offerings.....	6-8
Responsibilities.....	8-10
Gemini Instructor; Site Coordinator.....	8-9
Office of Concurrent Enrollment.....	9
FLCC Faculty.....	10
General Information for Instructors.....	10
Instructor Eligibility and Approval Process.....	10-11
Creating a Course Outline.....	11
Professional Development.....	12
Faculty Liaison Site Visits.....	12-13
Student Teachers and Long-Term Substitutes.....	13
Gemini Policies and Guidelines for Instructors.....	13
Record Keeping Guidelines.....	13-14
IEP and 504 Plans.....	14
Co-Seating.....	14
Contact Hours.....	14
Non-Compliance.....	15
Course Expectations for Instructors.....	15
Instructor Attendance.....	15
Registration.....	16
Independent Study.....	16
Assessment.....	16
Textbooks and Software.....	16
Course Withdrawal.....	17
Campus Visits.....	17
General Information to Share with Students.....	17
Student Eligibility Requirements.....	17
Placement Testing.....	18-19
Academic Dishonesty.....	19-20
Attendance.....	20
Educational Records: Student Rights.....	20-22
Full-Time Enrollment.....	22
Student Resources.....	22
Tuition and Fees.....	23
Transferability.....	23
Appendix: Canandaigua Campus Directory.....	23-24

About Finger Lakes Community College

Finger Lakes Community College (FLCC) was established in 1965 as a unit of the State University of New York, under the sponsorship of Ontario County. Today the college operates a 250-acre main campus in Canandaigua and campus centers in Geneva, Newark and Victor. FLCC also has field stations at the south end of Honeoye Lake and on 30 acres adjacent to the Hi Tor Wildlife Management Area in Naples. FLCC also offers flexible and convenient educational opportunities through Online Learning. FLCC is considered one of the premier Online Learning programs in New York State.

FLCC offers 57 degree and certificate programs. Some degrees prepare students to transfer to a four-year institution; these include engineering science, biotechnology and fine arts. The associate degrees in applied science (A.A.S.), those designed to lead directly to employment or transfer, include nursing, paralegal, and horticulture. FLCC's signature programs – those for which the college is most known – include environmental conservation, music recording technology, and viticulture and wine technology. Nine of FLCC's degree programs can be completed fully online, and 20 programs can be completed both online and in the classroom.

FLCC is a national leader in science education, having received nearly \$4 million in National Science Foundation grants to share its model for teaching science through research to other community colleges across the country. Small class sizes allow for greater interaction with faculty in all academic areas.

Low tuition makes FLCC an affordable, accessible choice. In addition, the FLCC Foundation, a nonprofit affiliated with the college, provides more than 100 private scholarships. This includes the Gemini Scholarship, which provides a half-year of tuition to students who received at least 12 FLCC Gemini credits during high school. Recent renovations to the main campus provided improved classroom technology, new labs and a new student lounge and café. Clubs bring students together through their academic or personal interests, be it the art club or the electronic gaming society. Athletic teams include soccer, lacrosse, basketball, volleyball and the college's highly successful woodsmen teams.

Fast Facts

As of Fall 2017, FLCC enrolled approximately 6,300 full and part-time students from approximately 350 high schools in New York States and across the United States.

- 80% of full-time, matriculated FLCC students receive financial aid.
- FLCC employs 117 full-time faculty and 196 part-time faculty members.
- FLCC has a 20:1 student to faculty ratio, which ensures small class sizes.
- 92% of graduates with A.A. and A.S. degrees continue their education or are employed full time.
- 89% of graduates with an A.A.S. degree continue their education or are employed full time.

Mission, Vision, and Strategic Priorities

Mission: Finger Lakes Community College serves as a dynamic learning resource, empowering our students to succeed and fueling the cultural and economic vitality of the region.

Vision: Finger Lakes Community College will build innovative programs to meet evolving educational needs, drawing on partnerships in the community and beyond. FLCC will offer an educational environment that is intentionally designed to engage our students as learners and propel them to completion.

Strategic Priorities: Opportunities and Innovation

Leadership: FLCC will show community leadership in anticipating and embracing changes in education, the economy, technology and culture. FLCC employees will be empowered to engage with the community and respond quickly and effectively to the challenges and opportunities of filling unmet needs for education and training

Exploration: FLCC will explore new ideas in technology, leadership, learning and professional development and reward creativity and strategic thinking that enhances cross-divisional collaboration and community partnerships on behalf of our students.

Collaboration: FLCC will model interconnectedness by promoting collaboration among students in liberal arts, honors and applied disciplines. The College will embed our institutional values and learning outcomes within all disciplines to foster student investment in their individual development.

Strategic Priorities: Community and Industry Partnership

Experiential Learning: FLCC will seek equal partnerships with government, nonprofits and businesses to co-create career-ready graduates. The College will invite regular feedback from stakeholders to ensure the quality and relevancy of academic programming, and it will engage the community to provide experiential and service learning opportunities for students and employment for graduates.

Community Connections: FLCC will build connections between students and the greater community as early as possible, perhaps even as early as middle school, to complement classroom education while contributing to the region's quality of life. The College will be a key participant in community initiatives, and it will encourage employees to use their "small-world networks" to build connections that enhance the student experience. FLCC will be a welcoming hub where community members of all ages engage with faculty and students in intellectual, cultural and recreational pursuits

Coordination: FLCC will prioritize the information sharing and coordination necessary for partnerships that engage students and foster their growth in the academic, technical and interpersonal skills necessary for success.

About the FLCC: Gemini Program

The FLCC: Gemini program is a partnership between FLCC and area high schools that provides eligible high school students with the opportunity to simultaneously receive high school and college credit at an affordable cost. Qualified high school teachers are approved by FLCC and deliver the college course in their school. The courses offered through the program are FLCC courses and are treated as an extension of the college's off-campus offerings. Success is based upon coursework completed over the entire semester rather than one test like Advancement Placement (AP) or International Baccalaureate (IB) test-based courses. FLCC offers Gemini courses in 33 districts across five counties, and three Wayne-Finger Lakes BOCES locations.

Concurrent enrollment programs are a viable option to provide students with access to college courses, an alternative to AP or IB test-based courses, and a motivator that some students need to successfully transition to post-secondary studies.

Students in the program are part-time, non-matriculated FLCC students with library, academic support and other student privileges. Students must follow the College's academic standards and student conduct policies, as stated in the College Catalog. These policies apply to academic honesty, dropping/adding courses, repeated courses, audited courses, and more. The latest catalog is available at www.flcc.edu/catalog.

Students may choose to come to FLCC after high school graduation or transfer their credits to another institution. Approximately 20% of students who have taken courses through the program attend FLCC after high school graduation.

The Office of Concurrent Enrollment is part of the Academic and Student Affairs division and reports to the Associate Vice President of Academic Affairs. More information can be found about the program at www.flcc.edu/gemini or by contacting staff in the Office of Concurrent Enrollment (see Appendix: Document A for contact information).

List of partner schools for 2018-2019:

Avoca High School	Haverling High School	Prattsburgh High School
Bloomfield High School	Honeoye High School	Red Jacket High School
Canandaigua Academy	Lyons High School	Romulus High School
Clyde-Savannah High School	Marcus Whitman High School	Sodus High School
Dundee High School	Marion High School	Victor High School
East Palmyra Christian School	Midlakes High School	Waterloo High School
Gananda High School	Mynderse Academy	Wayne High School
Geneva High School	Naples High School	Williamson High School
Greece Athena High School	Newark High School	WFL BOCES – Flint
Greece Odyssey High School	North-Rose Wolcott High School	WFL BOCES – New Visions
Greece Olympia High School	Palmyra-Macedon High School	WFL BOCES – PTECH
Hammondsport High School	Penn Yan Academy	WFL BOCES – WTCC

2018 – 2019 Gemini Calendar

The FLCC: Gemini program follows the K-12 District calendar. Students register for courses after they begin the fall and spring semesters. The fall semester concludes at the end of January prior to Regents exams and the spring semester concludes at the end of June prior to Regents exams. Each instructor should follow his or her own district calendar for more specific course end dates.

Generally, FLCC's 16-week semester translates into a 20-week semester for Gemini courses. Full-year courses complete registration in the spring semester and run from the start of the K-12 school year until the end of June.

Date/Time Frame	Activity
9/11 – 10/5	Fall Registration Period
10/26	Fall Census Rosters Due
11/30	Last day to withdraw (fall courses) – NO REFUND
1/25	Fall Grades Due
2/5 – 3/8	Spring Registration Period
3/29	Spring Census Rosters Due
4/1	Last Day to Withdraw (spring & full year courses) – NO REFUND
6/28	Spring Grades Due

Course Offerings

Below, on page 7, is a list of courses available through the FLCC: Gemini program. Not all courses are offered in all school districts. If a course is no longer offered through the program, The Office of Concurrent Enrollment will notify all affected school districts and instructors. The school districts currently offering the course will be permitted to continue offering the course until the approved high school instructor(s) no longer offer the course. Once the decision has been made to remove a course, no additional instructors will be approved for that course.

Course	#	Course Title	Credits
ACC	101	Principles of Financial Accounting	4
ART	100, 101	Art History I, II	3
ART	110	Digital Photography	3
BIO	103	Environmental Science	4
BIO	110	Fundamentals of Human Anatomy & Physiology	3
BIO	121, 122	General Biology I, II	4, 4
BUS	120	Business Organization	3
BUS	131	Personal Money Management	3
CHM	121, 122	General Chemistry I, II	4, 4
COM	110	Public Speaking	3
CSC	105	Core Word, Core Excel, PowerPoint	3
CSC	115	Introduction to Programming & Computing	3
CSC	122	Introduction to Webpage Development	3
ECO	100	Survey of Economics	3
ENG	101	Composition I	3
ENG	103	Composition II	3
FRN	201, 202	French III, French IV	3, 3
FRN	203, 204	French V, French VI	3, 3
GST	116	College Study Strategies	3
HIS	110, 111	United States History I, II	3, 3
HPE	110	Physical Conditioning	1
HPE	117	Basic Weight Training	1
HPE	164	Stress Reduction Through Exercise	2
HPE	212	Health	3
MAT	110	Mathematics of Money	3
MAT	152	Pre-Calculus	3
MAT	200	Intermediate Statistics	3
MAT	271	Calculus I	4
MUS	100	Music Appreciation	3

MUS	105	Basic Musicianship	3
NS	115	Introduction to Nutrition	3
PHY	118, 119	College Physics I, II	4, 4
POL	100	American Government	3
PSY	100	Introduction to Psychology	3
SCI	151	Introduction to Astronomy	3
SCI	171	Introduction to Meteorology	3
SOC	100	Introduction to Sociology	3
SPN	201, 202	Spanish III, Spanish IV	3, 3
SPN	203, 204	Spanish V, Spanish VI	3, 3

Requests for additional course offerings will follow these steps:

- The Office of Concurrent Enrollment will send a *Course Request Form* to the appropriate Department Chairperson. The form must be signed by the Department Chairperson, Associate Vice President for Instruction and Assessment and the Provost.
- The Department Chairperson will return the signed form to the Office of Concurrent Enrollment within 20 business days.

Responsibilities

Gemini Instructor

Gemini instructors are employees of their school districts, not FLCC. They are considered unpaid adjuncts of the College and are required to do the following:

- Meet with a staff member from the Office of Concurrent Enrollment, and in some disciplines, an FLCC faculty member, prior to teaching for the first time.
- Attend professional development workshops as scheduled by FLCC, including a New Instructor Workshop at the end of August.
- Contact the FLCC academic department chair/coordinator in matters relating to the content of the course (see Appendix: Document A for contact information).
- Participate in assessment initiatives including but not limited to SUNY General Education Assessment.
- Participate in faculty liaison site visits to determine that the course learning outcomes are being met. Advocate for the program and be able to differentiate the program from assessment-based programs like AP & IB.
- Distribute registration materials and assist students in the registration process.

- Follow FLCC syllabi and textbook requirements.
- Submit an electronic course outline each time the course is offered.
- Provide students with the course outline on the first day of class.
- Provide accurate, complete and timely records. Census rosters, grades and student course evaluations must be completed each time the course is offered.
- Contact the Office of Concurrent Enrollment in the event of a prolonged absence (maternity, disability, illness, etc.) and/or a change in name, phone, or address.

Site Coordinator

Site Coordinators are the main point of contact for the program at each high school and coordinate the following:

- Schedule course offerings in the high school.
- Identify potential Gemini instructors and submit applications to the Office of Concurrent Enrollment.
- Advocate for the program and be able to differentiate the program from assessment-based programs like AP & IB.
- Recruit students to the program.
- Inform parents, teachers, and community members of the benefits of Gemini.
- Disseminate course related documentation to Gemini instructors (registration, census and course evaluations).
- Verify student eligibility requirements.
- Coordinate dates, times and resources for registrations.
- Attend annual site coordinator's meeting every January.
- Communicate course schedules, instructor information, and other relevant school news to the Office of Concurrent Enrollment.

Office of Concurrent Enrollment

The Office of Concurrent Enrollment is responsible for the daily operation of the program including:

- Recruit districts to participate and/or expand course offerings.
- Register students for courses.
- Provide FLCC department chairs and/or discipline coordinators with a list of participating Gemini instructors and courses each semester.
- Create and update policies and procedures related to the program.
- Communicate with students, instructors, site coordinators, high school principals, and FLCC faculty regarding programmatic policies, procedures, and deadlines related to the program.
- Facilitate discipline-specific professional development opportunities for Gemini instructors in conjunction with FLCC department chairs/coordinators.
- Coordinate the application process for new Gemini instructors, submit applications to department chairs/coordinators, and inform Gemini instructors of approval/denial.
- Send textbooks and course syllabi to all Gemini instructors when changes occur.

- Serve as a resource to area districts, Gemini instructors and FLCC faculty.

FLCC Faculty

FLCC faculty, typically department chairs or discipline coordinators, are responsible for ensuring the academic integrity and quality of the courses offered through the program, including:

- Review Gemini instructor applications, credentials and course outlines and recommend Gemini instructors for approval.
- Contact newly approved/pending instructors prior to the course being taught for the first time. Face-to-face contact is preferred but telephone correspondence may be used if necessary.
- Schedule discipline-specific professional development activities for Gemini instructors to maintain course consistency across the institution.
- Foster a collegial relationship with Gemini instructors and share course information including pedagogy, course philosophy, assessments, lab manuals etc.
- Review Gemini instructor course outlines to ensure consistency with on-campus sections.
- Communicate curriculum, software and textbook changes to the Office of Concurrent Enrollment.
- Coordinate SUNY General Education Assessment of all sections offered in the high schools.
- Conduct course reviews with Gemini instructors on a rotating basis to determine course learning outcomes are being met (See page 13).

General Information for Instructors

Instructor Eligibility and Approval Process

To be eligible to teach an FLCC Course, a potential instructor must apply to the Office of Concurrent Enrollment and be approved by the FLCC Academic Department chair that applies to the course they wish to teach.

Instructors are *likely* to be approved when they have *at least* the following credentials:

- Master's Degree in their discipline, or a Master's Degree in a related field.
- Teaching Experience
- A College Transcript proving they took the course they wish to teach (or equivalent)

Per the March 2013 Academic Senate resolution, a Master's degree in Education is recognized as a related degree in the appointment of Gemini instructors.

Please note: Individual disciplines/departments have specific instructor qualifications for each course offered through the program.

High school instructors seeking approval to teach a Gemini course must submit the following documents:

- Gemini Instructor application
- Official or unofficial copies of their undergraduate and graduate transcripts from all institutions attended
- Professional Resume
- Course outline for each course they wish to teach

The Gemini Instructor application can be accessed via the Site Coordinator, or the Office of Concurrent Enrollment. It is also on our website. All application materials are sent to the FLCC department chair/coordinator for review. The chair/coordinator will notify the Office of Concurrent Enrollment whether or not the instructor is recommended for approval. The Office of Concurrent Enrollment will notify the high school instructor and site coordinator. All new Gemini instructors are required to meet/speak with an FLCC faculty member in their discipline and a staff member from the Office of Concurrent Enrollment prior to teaching the course for the first time.

Creating a Course Outline

Gemini instructors are required to create a course outline for each course they wish to teach. The Office of Concurrent Enrollment houses sample course outlines that are available for potential instructors. Sample course outlines are to be used as an example, so applicants can model theirs after the sample. The course outline is a contract with the students and all classroom/district policies should be included on it. Course outlines are required to incorporate everything from the FLCC-approved syllabus, and should include the following information:

- Instructor Name and Contact Information
- Name of the College
- Course Prefix and Number
- Course Name
- Semester and Year
- Credit Hours and Contact Hours
- Catalog Description
- Student Learning Outcomes
- Assessment Measures
- Required Course Materials
- Methods of Instruction
- Instructor Policies and Classroom Procedures
- Outline of Topics Covered
- FLCC Grading Scale

All approved Gemini instructors are required to submit an electronic copy of their course outline to the Office of Concurrent Enrollment each time the course is taught. FLCC department chairs/coordinators review Gemini instructor course outlines as needed. Approved instructors provide each student with their course outline on the first day of school.

Professional Development

Upon approval, new Gemini instructors are invited to attend a New Instructor Workshop at the end of August. This workshop ensures all new instructors have relevant information necessary to be prepared to conduct an FLCC course. Thereafter, FLCC faculty will schedule and conduct periodic professional development activities with Gemini faculty to foster collegial, faculty-to-faculty relationships and ensure course consistency across the institution. Activities may be required for all Gemini instructors to maintain course approval. Department chairs and discipline coordinators will work with Concurrent Enrollment staff to facilitate activities during a mutually convenient time for both high school and college faculty.

Gemini instructors may observe (either online or in person) an FLCC course which they currently/wish to teach for the program. Permission from the FLCC faculty member (fulltime or adjunct) must be granted. The Gemini instructor must complete a registration form and a MOU. Interested Gemini instructors must contact the Office of Concurrent Enrollment to register. Grades are not assigned for observing any FLCC course and the course will not appear on an FLCC transcript. Participants may not register and pay for the course after the start date of the course.

Faculty Liaison Site Visits

A college faculty member who teaches in the discipline may visit a Gemini Instructor to conduct a faculty liaison site visit. The visit allows the FLCC faculty to discuss the course in detail in the high school setting and ensure its consistency with on campus sections of the course. During a visit, the course is reviewed, not the Gemini instructor or the instructor's capacity to teach the subject. The visit occurs in conjunction with the Gemini instructor at a mutually agreeable time, date and format. The purpose of a course review is to foster collegial, faculty-to-faculty relationships, to share dialogue, and discuss best practices about the course.

Prior to the visit, a Gemini instructor may be asked to provide the course outline, textbook, copies of assessments/labs and samples of student work for the faculty liaison. The FLCC faculty member will discuss course philosophy, pedagogy, and course requirements. The Office of Concurrent Enrollment provides the a faculty liaison site visit form to be completed by both the Gemini instructor and the faculty liaison.

While the course review is intended for full-time faculty to engage in meaningful dialogue with Gemini instructors, it may not always be practical. In departments with many sections and few full-time faculty, the department may appoint an adjunct faculty member for this role.

If, at the time of the visit, the faculty member determines the course does not meet FLCC standards, the course might be subject to a course review. If a course review is necessary, the Gemini instructor will be informed by the Office of Concurrent Enrollment so the instructor has the remaining semester to align the course and make the necessary adjustments. A second course review will be given the next time the course is offered by the instructor. If the course still does not meet FLCC standards upon a second course review, the course will be cancelled. At the time of cancellation, the site coordinator and principal will be notified by the Office of Concurrent Enrollment that the course can no longer be offered through the program.

Student Teachers and Long-Term Substitutes

Student teachers are not approved to teach FLCC courses. Therefore, they cannot be used as the primary instructor in a Gemini classroom at any time.

Long-Term Substitute Teachers who are hired by the district in situations where the approved Gemini Instructor is out for a certain period must submit all Gemini application materials to the Office of Concurrent Enrollment. Long-Term Substitute Teachers are required to keep their information on file with FLCC and will be reviewed by the Office of Concurrent Enrollment. Depending on the length of time the Gemini Instructor will be absent, the Long-Term Substitute will go through a review or approval process.

Gemini Policies and Guidelines for Instructors

Record Keeping Guidelines

1. Attendance

FLCC does not have a formal student attendance policy. It is up to each Gemini instructor to set his/her attendance policy in accordance with the district policy. Attendance policies should be stated in the course outline and students should be informed of the attendance policy on the first day of class.

2. Census Rosters

Gemini instructors are required to complete all FLCC records including census and grade rosters. Census rosters verify attendance and correct registration errors via Web Advisor. This is not a time for students to register for the course if they have not done so already. Census rosters must be signed and dated by the instructor and returned to the Office of Concurrent Enrollment.

3. Grades

Instructors are required to submit a grade for all students on their roster. Final grades are posted online via Web Advisor. Grade instructions are sent to each Gemini instructor via email from the Office of Concurrent Enrollment. Fall grades are submitted in late January and spring grades are submitted in late June. See the Gemini Calendar on page 6.

Students may receive an “I” for “Incomplete.” Incomplete indicates that a student was unable to complete a small portion of the course work by the end of the semester due to extenuating circumstances such as medical, etc. This grade may be assigned at the discretion of the instructor and is a temporary grade. Instructors may require a signed contract that includes a description of the work to be completed and deadline for completion. The deadline for completing work is at the instructor’s discretion, but cannot exceed one calendar year. After the student has completed the work, the instructor must complete a “Change of Grade Form” to the Office of Concurrent Enrollment. If the grade of “I” has not been changed within one calendar year, it will be administratively changed to “F.”

All instructors are required to use the FLCC approved grade scale below:

A	93 & above	4.0	C	73 – 77	2.0
A-	90 – 92	3.7	C-	70 – 72	1.7
B+	88 – 89	3.3	D+	68 – 69	1.3
B	83 – 87	3.0	D	63 – 67	1.0
B-	80 – 82	2.7	D-	60 – 62	0.7
C+	78 – 79	2.3	F	59 & lower	0.0

IEP and 504 Plans

All students registered for a Gemini course are required to meet minimum course expectations and learning outcomes indicated in the FLCC course syllabus. Testing and assessment accommodations for students with IEPs/504s that allow for students to meet course expectations and learning outcomes must be given including but not limited to extended time, separate location, assigning a reader, etc. Alternative assignments, fewer assignments, substitution of materials or lowering assignment/test expectations are not recognized accommodations for a college student. Gemini instructors may choose to give separate grades for the high school portion of the course if needed.

Co-seating Courses

Students sitting in the FLCC: Gemini course should be academically prepared for college-level work and are required to register for the course. In addition, courses may be co-seated with Advanced Placement (AP) or International Baccalaureate (IB) courses as long as FLCC’s learning outcomes and contact hours are met, the textbook is approved, and a separate FLCC course outline is submitted to the Office of Concurrent Enrollment.

Contact Hours

All courses must meet FLCC course expectations and learning outcomes, including contact hours (750 minutes of instruction per contact hour) as outlined on the FLCC course syllabi at www.flcc.edu/courses. The length of the course, including frequency and duration of class days is determined by district. The Office of Concurrent Enrollment highly encourages semester long courses when feasible for the district. Students in full year courses register during the spring semester and receive a final grade in June.

Non-Compliance

Gemini instructors who are unable to attend a required Gemini function must follow these guidelines:

1. The Office of Concurrent Enrollment will contact the Gemini instructor within 5 business days of the missed event and provide instruction on how to contact the FLCC faculty member to meet the requirements.
2. The Gemini instructor will contact the faculty member to discuss items that were covered during the training. This discussion may occur in person or via telephone and should take place within 20 business days of the missed event.
3. The Office of Concurrent Enrollment will follow up with the Gemini instructor and FLCC faculty member to determine whether contact has occurred.
4. If contact has not occurred, the Gemini instructor will be advised that the course is in jeopardy of being cancelled and to contact the FLCC faculty member within the next 5 business days to discuss the items covered during the training.
5. If no contact has occurred, the Office of Concurrent Enrollment will contact the Gemini site coordinator and principal to inform them the course is in jeopardy and to discuss this with the instructor prompting them to comply within the next 5 business days.
6. If the instructor is still non-compliant, the course will no longer be offered in upcoming semesters.

Course Expectations for Instructors

Attendance (Gemini Instructor)

Gemini Instructors are expected to meet with their classes for all scheduled sessions and at the scheduled times except in cases of emergencies or illness. Gemini Instructors are responsible for ensuring that seat time is being properly implemented. In the case of brief absences, Gemini instructors will follow their district protocol. Gemini instructors are required to notify the Office of Concurrent Enrollment regarding any

extended leave of absence, including maternity, disability, jury duty, or medical leave. Long-term substitutes for Gemini instructors must submit all application materials to the Office of Concurrent Enrollment to keep as a record. Please see page 13 for more details about Long-Term Substitutes.

Registration

Students who participate in the FLCC: Gemini program are non-matriculated FLCC students who generate an official record at the College. Registrations are facilitated through the Office of Concurrent Enrollment at each high school during September (for fall semesters) and February (for spring semesters). To register, students must complete a registration form, submit a certificate of residence application form, and pay student fees in full. Registrations will not be accepted after the deadline. See the 2018-2019 Gemini Calendar on page 6 for exact dates. The Gemini Instructor and Site Coordinator remind students to be prepared to register before FLCC comes to their school.

To complete the Certificate of Residency Application form, students must bring photo ID and proof of address (not a PO Box). Double tuition is charged for students who do not turn in a certificate of residency application within 30 days from the start of the college semester or have not lived in New York State for at least one year. The Certificate of Residency is valid for one calendar year. Students who complete the form in the fFall semester do not need to complete one for the spring semester.

Independent Study

Independent study is not allowed for Gemini courses due to the required contact hours/seat time for the course. Courses offered through the FLCC: Gemini program must have a dedicated time and classroom space to ensure all contact hours are met.

Assessment

All Gemini instructors teaching courses subject to SUNY General Education Assessment are required to participate. Department chairs/coordinators are responsible for sending assessment materials and instructions to the Office of Concurrent Enrollment. The Office of Concurrent Enrollment is responsible for the distribution and collection of all assessment materials and providing department chairs/coordinators with a list of Gemini instructors each semester.

Textbooks and Software

Gemini instructors must utilize FLCC approved textbooks. The Office of Concurrent Enrollment provides potential Gemini instructors with a copy of the approved textbook and supplemental materials for the course they intend to teach. It is the responsibility of the school district to provide a classroom set of textbooks for the course or they may choose to have students purchase their own textbooks. Districts are required to purchase new textbooks and/or editions no earlier than every three years to minimize the financial impact on the district. FLCC department chairs/coordinators are

responsible for notifying the Office of Concurrent Enrollment when textbook changes occur. The Office of Concurrent Enrollment is responsible for notifying all Gemini instructors when textbook changes occur and providing them with a desk copy and supplemental materials.

Gemini instructors must utilize all required FLCC software. It is the responsibility of the school district to purchase the necessary software to teach the course. Gemini instructors are required to change/update their software one full academic year after FLCC implements the software change/update on the campus.

Course Withdrawal

Students wishing to withdraw from the FLCC portion of the course must contact the Office of Concurrent Enrollment to complete the appropriate paperwork. A “W” grade will be assigned and indicates an official withdrawal from a course without academic penalty. Students must withdraw from a course by the end of the 12th week. After the 12th week of the course students will be assigned a final grade based upon their coursework. No refunds will be given for a course withdrawal after the registration deadline.

A parent, Gemini instructor or other high school personnel are not permitted to withdraw a student from the college course for any reason including but not limited to dropping the high school portion of the course, moving out of the district, low grades, poor attendance, etc. All course withdrawals must be initiated by the student and require a student signature.

Campus Visits

Gemini instructors are encouraged to bring their students to campus to visit the library, participate in Activities Day, or partner with FLCC faculty/students on a project. To schedule a library visit instructors should contact Wally Babcock at Waldo.Babcock@flcc.edu or 585.785.1378. All other visits should be scheduled through the Office of Concurrent Enrollment.

General Information to Share with Students

Student Eligibility Requirements

To be eligible to register for a Gemini course, the site coordinator and/or instructor must verify that each student meets the following requirements:

- Junior or senior in high school.
- Sophomores may enroll in courses with a prefix of CSC, FRN, GST, HPE and SPN if they meet course pre-requisite requirements.
- Complete FLCC prerequisites as stated in the FLCC College Catalog.

Math Placement

- Placement into MAT 110 (Business Math) has no prerequisite.
- Placement into MAT 152 (Pre-Calc) requires students to have completed Algebra II with an 80% overall class average, 580 or higher Math SAT score, or 24 or higher Math ACT score.
- Placement into MAT 200 (Intermediate Statistics) requires students to have completed Algebra II with an 80% overall class average or successfully completed a Pre-Calc course, 580 or higher Math SAT score, or 24 or higher Math ACT score.
- Placement into MAT 271 (Calc I) requires students to have completed Pre-Calc with an 80% overall class average

On campus, FLCC's Math Department utilizes a high school transcript review process to place students in FLCC's on-campus math courses. The Gemini placement guidelines above are the exact same guidelines used for on-campus students.

English Placement

- Placement into ENG 101 or ENG 102 requires student to have completed their previous English course with an 80% overall class average.
- Placement into ENG 103 requires student to have registered for and completed ENG 101 with a C- or higher course grade (70% or higher high school grade)

On campus, FLCC's Humanities Department utilizes the Accuplacer placement test for student placement in all ENG courses. Placement into Gemini sections of ENG 101 or ENG 102 will be based on successfully achieving the 80% benchmark on the previous high school English course as a proxy for an Accuplacer placement.

Placement Testing

If the student's previous course grade (Math or English) was between 77-79%, and therefore not successfully meeting the placement criteria for the course(s) they seek, it may be permissible for the student to take the Accuplacer placement test by following our exceptions process:

1. A school counselor must send a copy of the student's transcripts and a letter of recommendation from a teacher or counselor attesting to the student's capabilities to the Office of Concurrent Enrollment.
2. A high school teacher or counselor must be identified (by name and email address) who is agreeing to proctor the Accuplacer test for the student.

The identified proctor will receive an email to their school email address with instructions on how to set up an individual remote Accuplacer test.

Related information

We recognize and support that some districts have implemented higher academic thresholds that may also require relevant qualitative benchmarks, such as work ethic or teacher recommendation, for placement in Gemini courses. The placement criterion above sets a minimum expectation of students' academic preparedness for college-level courses. Gemini courses are not supplements or replacements for high school courses. They provided academically prepared students an opportunity to earn dual credit for the course.

At the conclusion of the Gemini registration period, Gemini instructors and Site Coordinators will be required to confirm that students registered for the course meet the appropriate placement criteria. Students who registered for the course, but do not meet the placement criteria will be administratively dropped from the course.

The Office of Concurrent Enrollment reviews individual requests for enrollment exceptions (other than MAT or ENG courses). A letter of recommendation and a copy of the student's high school transcript are required. This letter should be from someone that can attest to the student's academic ability to succeed in that particular course.

Academic Dishonesty

Engaging in forms of academic dishonesty, such as cheating and plagiarism is prohibited. The term "cheating" includes, but is not limited to: 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; 3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; or 4) aiding and/or abetting another student for the purpose of cheating. The term "plagiarism" includes, but is not limited to the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. These definitions, examples, and prohibition of academic dishonesty apply equally to all FLCC classes, whether online, at a campus center, or through any other method(s) of delivery.

Forms of academic dishonesty are not tolerated by Finger Lakes Community College. Faculty may impose a mandatory minimum penalty upon a student found to have committed a violation. Initial responsibility and authority for handling suspected academic dishonesty situations rests with the faculty, but may rise to the level of student conduct matters depending on the specifics of each situation. Please refer to the information in the Sanctions section of the Student Code of Conduct for more detail on the handling of suspected academic dishonesty. Students charged with violating this section of the Code will have their academic file reviewed via the One Stop Office to

verify any past academic dishonesty occurrences. The Student Code of conduct can be found at www.flcc.edu/offices/judicial/index.cfm.

The instructor will determine disciplinary action for violations of academic honesty. The consequences for such violations may range from a warning to receiving a grade of “F” in the course. Students who have been assigned a grade of “F” for a course as a result of academic dishonesty will not be permitted to change that grade by withdrawing from the course. An instructor may also request that the Community Standards Office investigate alleged academic dishonesty and take appropriate action based on the Student Code of Conduct.

Attendance (Student)

Attendance is required by all students, based on the school district attendance policy. FLCC does not have a formal attendance policy. Absence due to disciplinary action and/or high school code of conduct violations will result in the student being dropped from the college portion of the course or prevented from registering. Absences due to medical issues or other reasons will be reviewed on a case-by-case basis by the Office of Concurrent Enrollment. In all circumstances, students will be required to meet course expectations and to work in conjunction with the Gemini instructor to fulfill all course requirements.

Educational Records - Student Rights

Pursuant to the requirements of the Family Education Rights and Privacy Act (**FERPA**) of 1974, Finger Lakes Community College has a policy that ensures that students will have the right to inspect and review certain education records maintained under their names, and to obtain copies of those records. Further, FLCC will not disclose personally identifiable information from the education records of a student without the prior written consent of the student except as permitted by the Act and specified in the College statement of policy.

Under the Family Educational Rights and Privacy Act (**FERPA**), students have the following rights with respect to their education records. They are:

1. *The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.* Students should submit to the Registrar, Associate Vice President of Student Affairs, academic department chairperson, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students will be required to produce identification (e.g., driver's license or SUNY ID) prior to inspecting the records. If the records are not maintained by the College to whom the request was submitted, that official shall

advise the student of the correct official to whom the request should be addressed.

2. *The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.* Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College official will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures are provided to the student when notified of the right to a hearing.
3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* Under FERPA, the College may disclose "directory information" about the student without the student's consent. "Directory information" is information not generally considered harmful or an invasion of privacy if disclosed. The College defines directory information as the student's name, address, telephone listing; photograph or likeness; date of birth; field of study; participation in officially recognized activities and sports; weight and height of athletes; dates of attendance at the College; degrees and awards received; and the most recent previous school attended. Students who do not wish to have their directory information released to the public must notify the Registrar's Office in writing and identify the specific information they do not wish to have released. Students may request this at any time. Note: Generally, directory information is not automatically released to the public. That is, when a request is received for a student's directory information, the Registrar's Office staff member will inquire as to the purpose of the request.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including Campus Safety personnel and Student Health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as the Disciplinary Board or Academic Grievance Board, or assisting another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify the student

of the records request unless the institution states in its annual notification that it intends to forward records on request.]

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Finger Lakes Community College to comply with the requirements of FERPA.*

The Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Full-time Enrollment

SUNY guidelines indicate concurrent enrollment is intended to be a part-time program. However, exceptional students have the option to take a full-time load (12+ credits). A maximum of 18 credit hours per semester is allowed.

Student Resources

Gemini students are non-matriculated FLCC students with access to library resources, academic support, Web Advisor and Blackboard. Each semester students are given their Student ID# and FLCC e-mail address, as well as instructions on how to access online library resources, Web Advisor and Blackboard.

A.) Student ID's

Students who enroll in the FLCC: Gemini program are eligible to receive a student ID card. Students may request an ID card by visiting the FLCC Bookstore located in the Student Center, Canandaigua Campus. Students must show some form of picture ID. All students receive their first card for free. Replacement cards will be printed for a \$10.00 charge.

B.) Gemini Scholarship

The Gemini Scholarship recognizes the academic achievement of high school seniors who have participated in the FLCC: Gemini program and plan to pursue full-time studies at FLCC upon high school graduation. The scholarship is worth one half the cost of FLCC's full-time tuition for one year. Twelve scholarships are awarded each year.

Eligibility requirements include:

High school seniors residing in Ontario, Wayne, Seneca, or Yates county

- Complete (received a final grade) at least 9 credits through the FLCC: Gemini program by April 1.
- Minimum 3.0 FLCC GPA.

For more information visit www.flcc.edu/gemini.

Transferability

Students who choose to attend another institution after high school graduation may request to send an official copy of their FLCC transcript to any college or university.

Requests can be completed online at www.flcc.edu/transcripts. A \$5.00 fee is charged for each *official* transcript. There is no fee for an *unofficial* (student copy) transcript. Transcripts will not be sent for anyone with a financial obligation to the College.

Transfer credits from FLCC to another institution may be accepted in a variety of ways including course for course for a major or minor, elective credit or placement into a higher level course. It is the discretion of the receiving institution to determine whether they will accept transfer credits from another college or university and how those credits will be applied. It is strongly recommended that students check with the college or university of their choice for acceptance of FLCC transfer credit before registering for a FLCC course. When transferring credits, students should be prepared to present the course outline and a portfolio of student work to college officials who might need more detailed information before accepting the credit.

Tuition & Fees

Tuition for courses offered through the FLCC: Gemini program is 1/3 the cost of FLCC's part-time tuition rate. Tuition is billed to the district following terms defined in the district MOU. Students are responsible for all student fees. Student fees are \$5 per credit hour. Students who are eligible for free and reduced meals will have the fee waived. Students may pay by credit card, check or money order (made payable to FLCC). Payment of student fees is due by the deadline. FLCC does not bill students or have a payment plan. Students are not eligible for financial aid, as they are not high school graduates. Double tuition is charged for students who do not turn in a certificate of residence prior to the registration deadline and/or have not lived in NYS for at least one calendar year. Full-time tuition is charged for students who take more than 11 credit hours per semester.

Appendix: Canandaigua Campus Directory

Department, Position	Name	Phone (585)	Email
Concurrent Enrollment, Director	Fred Fink	785-1668	Fred.Fink@flcc.edu
Concurrent Enrollment, Assistant Director	Laura Jamieson	785-1667	Laura.Jamieson@flcc.edu
Concurrent Enrollment, Support Staff	Ellen O'Donnell	785-1669	Ellen.Odonnell@flcc.edu
Admissions, Director	Bonnie Ritts	785-1281	Bonnie.Ritts@flcc.edu
Campus Bookstore ("Book Nook"), Materials Manager	Kathy Krager	785-1694	Kathryn.Krager@flcc.edu
Library, Librarian	Wally Babcock	785-1378	Waldo.Babcock@flcc.edu
Faculty Department Chairs & Program Coordinators			

Business, Dept. Chair (ACC, BUS, ECO)	Gary Sloan	785-1355	Gary.Sloan@flcc.edu
Computing Science, Dept. Chair (CSC)	William McLaughlin	785-1561	William.McLaughlin@flcc.edu
Conservation, Dept. Chair (CON)	John Foust	785-1599	John.Foust@flcc.edu
Environmental Science Coord. (BIO/CON 103)	Maura Sullivan	785-1248	Maura.Sullivan@flcc.edu
Health & PE Coordinator (HPE)	Eric Marsh	785-1293	Eric.Marsh@flcc.edu
Humanities, Dept. Chair (ENG, GST, FRN, SPN)	Maureen Maas-Feary	785-1430	Maureen.MaasFeary@flcc.edu
ENG 102 Coordinator	Curt Nehring Bliss	785-1367	Curtis.NehringBliss@flcc.edu
World Languages Coordinator (FRN, SPN)	Barbara Kruger	785-1309	Barbara.Kruger@flcc.edu
Mathematics, Dept. Chair (MAT)	Terri Gauthier	785-1304	Theresa.Gauthier@flcc.edu
Science & Technology, Dept. Chair (CHM, SCI)	Jennifer Carney	785-1452	Clinton.Krager@flcc.edu
BIO 110 Coordinator	Christine Parker	785-1539	Christine.Parker@flcc.edu
BIO 121 & 122 Coordinator	Kellie Gauvin	785-1387	Kellie.Gauvin@flcc.edu
CHM 121 & 122 Coordinator	Robert Niger	785-1329	Robert.Niger@flcc.edu
NS Coordinator	Izy Grooms	785-1563	Izy.Grooms@flcc.edu
Social Science, Dept. Chair (HIS, POL, PSY, SOC)	Josh Heller	785-1335	Joshua.Heller@flcc.edu
PSY Coordinator	Linda Ross	785-1565	Linda.Ross@flcc.edu
HIS and POL Coordinator	Eric Duchess	785-1338	Eric.Duchess@flcc.edu
Visual & Performing Arts, Dept. Chair (COM)	Beth Johnson	785-1242	Beth.Johnson@flcc.edu
ART 100, 101 Coordinator	Liz Brownell	785-1359	Liz.Brownell@flcc.edu
ART 110 Coordinator	Paul Engin	785-1250	Paul.Engin@flcc.edu
MUS Coordinator	Eleanor Rideout	785-1416	Eleanor.Rideout@flcc.edu
ESC, PHY, & TECH Coordinator	Selim Araci	785-1103	Selim.Araci@flcc.edu