

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](http://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](http://www.flcc.edu/highschool), contact our office at 315.789.6701, ext. 6018 or e-mail [secondaryprograms@flcc.edu](mailto: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>).

**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

A	93 & above	4.0	C	75-77	2.0
A-	90-92	3.7	C-	72-74	1.7
B+	87-89	3.3	D+	69-71	1.3
B	84-86	3.0	D	66-68	1.0
B-	81-83	2.7	D-	63-65	0.7
C+	78-80	2.3	F	62 & lower	0.0

**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  
Office of Concurrent Enrollment  
Gemini Program Instructor Application**

<b>Last Name</b>		<b>First Name</b>		<b>Middle Initial</b>	
<b>Address</b>	<b>Number</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone Number(s)</b>			<b>Social Security Number (necessary to create course in system)</b>		
<b>Email Address (work)</b>			<b>Email Address (home)</b>		

<b>FLCC Course(s) Requested:</b>	<b>Date Submitted:</b>
<b>School District:</b>	<b>Anticipated Start of Course:</b>

Have you ever taught a Gemini course(s) before?  Yes  No  
 If yes, what course(s) have you taught? \_\_\_\_\_

Have you ever taught at Finger Lakes Community College before?  Yes  No If yes,  
 what course(s) have you taught? \_\_\_\_\_

	<b>Name and Address of School</b>	<b>Course of Study</b>	<b>Years Attended</b>	<b>Diploma/Degree</b>
<b>High School Graduate?</b> Yes ___ No ___			<b>NA</b>	<b>NA</b>
<b>Undergraduate College</b>				
<b>Graduate/ Professional</b>				
<b>Other (Specify)</b>				

<b>Foreign Language Instructors Only:</b> Indicate all foreign languages you can speak, read and/or write.			
	<b>FLUENT</b>	<b>GOOD</b>	<b>FAIR</b>
<b>SPEAK</b>			
<b>READ</b>			
<b>WRITE</b>			

**Teaching/Employment Experience  
(Please begin with your current employer.)**

<b>Institution Name</b>	<b>Dates: From:</b> _____ <b>To:</b> _____
<b>Address</b>	<b>Courses Taught</b>
<b>Telephone Number(s)</b>	

<b>Institution Name</b>	<b>Dates: From:</b> _____ <b>To:</b> _____
<b>Address</b>	<b>Courses Taught</b>
<b>Telephone Number(s)</b>	

<b>Institution Name</b>	<b>Dates: From:</b> _____ <b>To:</b> _____
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