

**College Credit in High School
Adjunct Instructor Approval**

High school faculty who teach UW-Green Bay courses at participating high schools must have at least a Master's degree in the discipline in which the course is offered and have the specific approval of the appropriate university academic department. An exception may be made if the high school faculty member's Master's degree is in a related discipline.

Documents needed for initial review:

- Current Résumé/Vita (see guidelines)
- Transcripts (undergraduate and graduate)
- Three letters of recommendation and contact information for references who can speak to your abilities to teach within the discipline and at the college level
- Any artifacts or documents indicating additional experiences that demonstrate ability to teach within the discipline and at the college level
- Proposed syllabus (see guidelines)

Prior to submitting your documents, the CCIHS coordinator may arrange a time for an informal classroom observation and meeting. All documents are then submitted to the CCIHS coordinator, who brings the proposal before the faculty for review. In addition, faculty may request an interview, classroom observations, and/or other documents to aid in their decision.

Please contact me to begin the approval process:

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RESUME/VITA GUIDELINES

Contact Information: Name, home address, home phone number, work address, work phone number, email address

Education: List the Institution, degree, and date received

Professional Experiences: List employer, employer address, position Title, dates, and a brief description of your responsibilities.

Professional Background: List professional affiliations/memberships, committee work, professional development, special training received in the particular area you are applying to teach, etc.

Professional References: List the name, position title, relationship to you and phone number of three professional references who can speak to your ability in instructing students and of your knowledge in the subject area you are applying to teach.

SYLLABUS GUIDELINES

Courses must meet the standards for instruction, content, student work expectations and evaluation that exist for the same course work offered with UW-Green Bay's on-campus degree program. The appropriate academic department, or its designee, will approve the syllabus for each course prepared by the adjunct instructor each semester.

The syllabus should include the following elements:

Semester/Year
Course Title
Credits
Instructor Name and contact information
Location, Building, Room Number
Dates, Days, Times

Course Emphasis: The course should lay a theoretical foundation, which informs classroom practice.

Course Rationale: Why is there a need for this course?

Course Description: A brief overview of the course.

Course Objectives: Written in clearly defined and measurable terms, resulting in action.

Required Readings: (List by author, title, edition, publisher, and date)—the reading list should include a range of recent, relevant readings representing various perspectives on the topic.

Course Requirements: Specific assignments and expectations, including a plan for dissemination of information.

Evaluation and Assessment: This will include specific evaluation criteria, indicating a percentage or point value for each criterion. The final grade will be based on the UWGB grading scale:

- A (Excellent)
- AB (Very Good)
- B (Good)
- BC (Above Average)
- C (Average)
- CD (Below Average)
- D (Poor)
- F (Unacceptable)

Schedule/Outline