Adjunct Instructor Consideration

High school faculty who teach UW-Green Bay courses at participating high schools must have at least a Master’s degree in order to become an approved adjunct instructor. Each department has specific requirements for the discipline of the master degree. Please contact the CCIHS coordinator for the requirements specific to your department.

Documents needed for initial review:

- Current Résumé/Vita
- 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 the CCIHS coordinator to begin the approval process:

Meagan Strehlow
Director, Education Outreach
Division of Outreach and Adult Access
University of Wisconsin-Green Bay
2420 Nicolet Drive, Green Bay, WI 54311-7001

Phone: (920) 465-2716  Fax: (920) 465-2643
E-mail: strehlom@uwgb.edu
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**
**Dates, Days, Times**

**Course Description/Emphasis:** The course should lay a theoretical foundation, which informs classroom practice. Also include an overview of the course.

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

**UWGB Programmatic Outcomes:** email the CCIHS coordinator for the list specific to your course

**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/Schedule:** 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)