TOMPKINS CORTLAND COMMUNITY COLLEGE | COLLEGENOW
COLLEGE CREDIT FOR HIGH SCHOOL STUDENTS

Basic Qualification Guidelines for Concurrent Enrollment (CE) Instructors*

All disciplines require that the instructor be appropriately certified to teach in their subject area at the high school level. All instructors within liberal arts disciplines must possess a Master's degree, though fields accepted vary; non-liberal arts and technical disciplines may consider other degrees with industry/professional experience. Details for each discipline are provided below These are guidelines to assist schools with identifying teachers who may be eligible to teach CE courses..

Credentials, including all college transcripts and a resumé, are reviewed by faculty liaisons in each course area who decide whether the applicant's degree and course background, teaching and other work experience, and continuing education in the field meet adjunct requirements. In addition to credential approval, course outlines must be aligned and approved for the course to be concurrent enrollment. Additional application materials or meetings may be required before final approval. Applicants who lack certain college courses in the discipline (or whose courses were taken long ago) may be able to take those courses from Tompkins Cortland Community College tuition-free in order to qualify to teach the course.

Please visit www.tompkinscortland.edu/collegenow or contact Rhonda Kowalski for more information and to apply.

ACAD 100, 150
Secondary level teacher certification, school counseling credentials, or administrative certificate will be considered. Applicant should have at least two years of experience at the secondary level; experience in teaching, counsling, or support services at the postsecondary level desirable.

ACCT 101, 102
Bachelor's or Master's degree in Accounting, Business, or a related field with at least 12 credits in upper level accounting courses beyond ACCT101 and ACCT102, as well as teaching or industry experience in accounting.

ANTH 201, 202
Masters in Anthropology or very closely (Social Science) related field is required and teaching experience preferred at (but not limited to) college level. Demonstrated areas of interest in anthropology aligned with TC3's courses; for ANTH 202, that area of interest/ specialty should ideally be with living culture groups.

ART 106, 115, 117, 130
Note that requirements vary by course. ART 115 and ART 130 require an MFA; consideration will be given to instructor with Master's in a related field if there is evidence of a very strong background and active presence in the art community. ART 106 requires significant photography background, ideally with photojournalism experience, as well as expertise in Adobe Photoshop. ART 117 requires experience in design and typography, as well as expertise in the Adobe Creative Suite, including Illustrator; the discipline for the Bachelor's and Master's degrees may vary, but teachers should be able to demonstrate educational or professional background in field of visual communications, graphic design, etc.
* *All ART applicants* must include a "portfolio" with their application that includes examples of 10 personal works and 10 student works; per student work examples, please include respective project criteria/description.

ASTR 101
Master's Degree required with one of the degrees being in a related field (astronomy, physics or earth science education, etc.). Degree should contain coursework in the topics covered in ASTR101. Demonstrated success in teaching earth science, physics, or astronomy courses.

BIOL 101, 102, 104, 105, 114; BIOT 101
Master's degree in biology or significant biology coursework (either undergraduate or graduate) required. Demonstrated success in teaching biology with laboratory experiences, preferably at the honors, AP, or college level. Evidence of laboratory/research experience and continued professional development is desired, especially for BIOT101, and BIOL104/105. For BIOL114, a Master's in Health Education or related field, with nutrition coursework at the undergraduate or graduate level, is acceptable.

BUAD 103, 106, 109, 201, 204, 208, 222
Degree in related field with demonstrated background in the areas being taught (undergraduate and/or graduate coursework, teaching and/or industry experience, continuing professional development, etc.).

CAPS / OFFC (all 100-level)
Individual must possess a Bachelor's or Master's degree in Business Administration or a related field with office or project background/experience utilizing the appropriate software tools in an integrated fashion. MOUS/MOS certification beneficial, but not required.

CHEM 101, 102, 107, 108
Master's degree in chemistry (or related field) or significant chemistry coursework (either undergraduate or graduate) required. Demonstrated success in teaching chemistry with laboratory experiences, preferably at the honors, AP, or college level. Evidence of laboratory/research experience and continued professional development is desired, especially for 107/108.

CIS 108, 132
Master's degree in CS, CIS, MIS or a related field preferred, Bachelor's degree in a computer-related degree required. Minimum 2 years teaching experience required. Minimum 2 years industry experience in programming, networking, web design, or related field preferred. If the individual has great experience we could consider other degrees as well.

COMM 100, 111, 112, 113, 115, 145
Degree in related field with demonstrated background in the content being taught (undergraduate and/or graduate coursework, teaching and/or industry experience, continuing professional development, etc.).

CSCI 160
Master's degree in CS, Mathematics, or a related field. Recent experience in programming. Depending on experience, strongly recommend that teacher take CSCI160 (available online).

CSS 112, 212
Bachelor's degree in a computer-related field, and industry experience in hardware/software support. Other degrees considered for those with significant professional experience in the field, including any appropriate trainings or certifications.

CULI 101; HRMG 101
Minimum of B.S. degree in Hospitality Management or Culinary Arts; a Masters and teaching/classroom experience is preferable. SERVSAFE certification is also necessary. The candidate must be able to teach the basic procedures and techniques for menu planning, large quantity food production/preparation and service, sanitation, safety, equipment operation, food purchasing and preparation techniques, and table service.

DRAF 107, 117
Undergraduate or graduate degree in technology, architecture, engineering, drafting, or related field (may include Technology Education or CTE Teacher Certification). Coursework or industry experience relevant to the courses taught.

ECHD 110, 125, 225
Master's degree in Early Childhood Education preferred, however a degree in Elementary Education with B-2nd grade certification acceptable. Minimum two years teaching experience in kindergarten, 1st, 2nd grade or a preschool environment such as a child care center, Head Start or Universal Pre-Kindergarten classroom desired.

ECON 101, 120, 121
Master's degree required in a related field (including, but not limited to economics, social studies, business, etc.) with experience teaching economics courses. Either undergraduate or graduate degree should have a *minimum* of the following coursework based on course being taught: ECON101 requires at least one course in microeconomics and a course in macroeconomics; ECON120 requires microeconomics through at least the intermediate level; ECON121 requires macroeconomics through at least the intermediate level.

ENGL 101, 102
Master's degree in English, English Education, Composition/Rhetoric or a related degree. Candidates with related degrees must have at least 18 credits of English at the graduate level.

ENVS 101, 102, 105, 107
Master's degree in environmental science, environmental studies, natural resources, or other closely-related field and teaching experience.

FITN 112, 216
Bachelor's degree and experience appropriate to content area. Must be an American Red Cross-certified Water Safety and Lifeguard Instructor in their respective counties. Evidence of ARC certification must be submitted.

FREN 102, 201, 202
Minimum, a Master's degree, preferable a terminal degree in the target language, literature, linguistics or related field. Native to near native proficiency in the target language. Minimum of 2 years of teaching experience at the High School level or in Higher education. We would prefer candidates with overseas traveling or educational experience in countries where the target language is spoken. Some experience with multimedia resources in foreign language acquisition and knowledge of the current trends in foreign language teaching.

GEOL 101
Master's in an equivalent field (Natural Science, Science Education, etc.) with a minimum of 6 graduate credits in GEOL or equivalent (substantial undergraduate background may also be considered).

HLTH 104, 205, 206
Degree in related field with teaching/professional experience in the content area. For HLTH104: BSN or similar background required. For HLTH205: Must be American Red Cross-certified First Aid/CPR/AED instructors in their counties in addition to meeting our minimum degree/experience qualifications; submit copy of ARC certification.

HSTY 101, 102, 111, 201, 202, 233
Master's degree in the discipline (such as MA or MAT in History or American Studies) with at least two years of teaching experience in the subject area. A Master's in a related area (such as Social Studies Education) will be considered for HSTY 101, 102, and 111.

MATH 120, 138, 200, 201, 202
MATH201 and MATH200 require a Master's Degree in Mathematics Education or Math-related field. Those whose Master's is in an unrelated area, but who possess a Math-related Bachelor's, may be considered for MATH120 or MATH138 if the following have been successfully completed: 3 semesters of Calculus plus Differential Equations, Linear Algebra, Discrete Mathematics & Methods of Proof, 2 semesters of Analysis, and 2 semesters of Statistics.

METR 101
Master's Degree required with one of the degree being in a related field (meteorology, physics or earth science education, climatology, oceanography, etc.). Degree should contain coursework in the topics covered in METR101. Experience teaching earth science or meteorology courses preferred.

MUSI 101, 108, 109
Degree in Music, Music Education, or related field with coursework, teaching, and/or professional background in the topics for each course.

PHIL 101
Degree in Philosophy.

PHSC 104, 105
Master's degree in physics (or related field) or significant physics coursework (either undergraduate or graduate) required. Demonstrated success in teaching physics with laboratory experiences, preferably at the honors, AP, or college level.

POSC 103, 104
Master's degree in a related area. For those with a Master's in Education, consideration will be given to individuals who hold a Bachelor's degree with a concentration in the core area and teaching experience in the subject area.

PSYC 101, 103

Master’s degree in related field with at least one degree in Psychology. Those without a psychology degree must possess 21-27 credit hours in Psychology at the undergraduate level and ideally others at the graduate level. Credits should be in the content of at least four chapters in the introductory text such as social psych, some sort of developmental psych, personality, abnormal, cognitive, sensation and perception, learning, memory, etc. Coursework should have been completed within the past 12 years or there must be indication of professional development activity/affiliation in the field to ensure currency. Instructors must understand the multiple perspectives in psychology and have a firm knowledge of basic research methods in psychology. Prospective instructors who do not posses the minimum number of psychology credits may take the required courses online from Tompkins Cortland Community College to qualifiy.

SOCI 101

Master’s Degree in Sociology or closely related field. Other degrees in the Social Sciences, including Social Studies, will be considered with signficant course work in sociology.

SPAN 102, 201, 202, 280, 281

Minimum, a Master's degree, preferably a terminal degree in the target language, literature, linguistics or related field. Native to near native proficiency in the target language. Minimum of 2 years of teaching experience at the High School level or in Higher education. Prefer candidates with overseas traveling or educational experience in countries where the target language is spoken. Some experience with multimedia resources in foreign language acquisition and knowledge of the current trends in foreign language teaching.

SPMT 150, 190

Degree in related field with demonstrated background in the areas being taught (undergraduate and/or graduate coursework, teaching and/or industry experience, continuing professional development, etc.).