

### **Basic Qualification Guidelines for Concurrent Enrollment (CE) Instructors**

*All disciplines require that the instructor be appropriately certified to teach 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 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 materials, coursework, or meetings may be required before final approval. In some fields, applicants may be able to take courses from Tompkins Cortland Community College tuition-free as part of the approval process.*

*Please visit [www.tompkinscortland.edu/collegenow](http://www.tompkinscortland.edu/collegenow) or contact Rhonda Kowalski for more information and to apply.*

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#### 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, counselling, or support services at the postsecondary level desirable.

#### ACCT 101

Graduate degree in Accounting or a related graduate degree (i.e. Business, Economics, Finance) from an accredited institution. Candidates with related graduate degrees, must have at least 12 graduate credits 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, 116, 117, 120, 130, 131

Requirements vary by course. All ART applicants (with the exception of 106) must include a "portfolio" with their application that includes examples of 10 personal work and 10 student works; per student work examples, please include respective project criteria/description.

ART115, 116, 120, 130, and 131 require an MFA; consideration will be given to instructors with Master's in a related field if there is evidence of a very strong background and active presence in the art community.

ART106 requires significant photography background, ideally with photojournalism experience, as well as expertise in Adobe Photoshop.

ART117 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.

#### 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

Master's degree in biology or significant biology coursework. 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 BIOL104/105. For BIOL114, a Master's in Health Education or related field, with nutrition coursework at the undergraduate or graduate level, is acceptable.

BIOL 114

Master's in Biology, Health Education, or a related field, with nutrition coursework at the undergraduate or graduate level, is acceptable.

BIOL 119

Master's Degree in Botany, Plant Science, or related field. Graduate courses in botany or plant physiology preferred. Experience teaching biology or botany courses in a higher education setting preferred.

BIOL 131, 132

Bachelor's or Master's degree in a related field with course background in human biology.

BUAD 103, 106, 109, 201, 204, 208, 222

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

CAPS 111, 121, 131, 141, 152

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 for 111/121/131/141, but not required.

CHEM 101, 102, 107, 108

Master's degree in chemistry (or related field) or significant chemistry coursework 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. Depending on experience, strongly recommend that teacher take CIS 108 and/or CIS 132 (available online).

COMM 100, 111, 112, 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, 165

Master's degree in Computer Science, Mathematics, or a related field. Recent experience in programming (such as Java, Python, C++). Depending on experience, strongly recommend that teacher take CSC160 and CSC165 (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.

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 childcare 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 9 credits in economics, including 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. All grades should be at least a B or higher.

ENGL 100, 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.

ENGL 201

Graduate degree in English or related degree including rhetoric and/or communications from an accredited institution. Experience teaching speech, presentation skills, and related content. Candidates with related degrees must have at least 18 credits in English, rhetoric, and/or communications 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.

ENVS110, 111

Master's degree or 18 graduate credits in Food Studies or related field required. Experience working in sustainable farming or food systems preferred. Two years of teaching experience at the college level preferred.

FITN 112, 213, 215, 216

Bachelor's degree and experience (including related training and certifications) appropriate to course content area. For FITN 112/216, candidate 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, 126, 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 with application.

HLTH 207, 208

Master's Degree in Human Services, Chemical Dependency Counseling, or a related field. Experience teaching within the content area. Preferred CASAC credential.

HRMG 101, 105

Minimum of B.S. degree in Hospitality Management or Culinary Arts; a Masters and teaching/classroom experience is preferable. SERVSAFE certification is also necessary. For HRMG101, 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.

HSTY 102, 111, 201, 202

Prefer a Master's degree in the discipline with at least two years of teaching experience in the subject area. A Master's in a related area (such as Social Studies Education), with a significant number of graduate credits in the field, will be considered for those with several years of teaching experience.

MATH 120, 122, 138, 200, 201, 202

Master's Degree in Mathematics Education or Math-related field required for MATH201/202 and strongly preferred for other MATH courses. Those whose Master's is not in Math, 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. In addition to possessing a Math-related degree, candidates applying to teach MATH200 must have successfully completed at least two Statistics classes (undergraduate and graduate level).

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 experience, and/or professional background in the topics for each course.

PHIL 101

Undergraduate or graduate degree in Philosophy. If degree is in Humanities, candidate must have significant course background 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 103

Master's degree in Psychology or in a related field. A preferred candidate would have at least one degree in Psychology. Those without a Master's degree in Psychology should have at least 15 credit hours of coursework in Psychology at the Undergraduate level. Preferred candidates will have demonstrated teaching experience and/or an indication of professional development activities/affiliations that indicate currency in the field. Credits earned must be on the content of at least four areas of this introductory course: biology, research methods, sensation, perception, consciousness, learning, memory, intelligence, development, emotion, motivation, personality, disorders, treatment or social. Instructors must understand the multiple perspectives in psychology and have a firm knowledge of the basic research methods in psychology.

RECR 112

Bachelor's degree and experience appropriate to course content area. May provide evidence of additional training and certifications related to course content.

SOCI 101

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

SPAN 102, 201, 202

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 Postsecondary level. 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

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.).