



## ADVANCED STUDIES PROGRAM INSTRUCTOR/COURSE APPROVAL PROCEDURES

Following is a brief outline of the procedures used for both instructor and course approval in the Advanced Studies Program at Paul Smith's College.

### INSTRUCTOR & COURSE APPROVAL

- A high school representative seeking to initiate an Advanced Studies Program should contact the Advanced Studies Coordinator concerning the potential course(s).
- The individual who is designated to teach the course should submit the following information to the Advanced Studies Program Coordinator:
  - -Resume
  - -Official copies of all college transcripts
  - -Course syllabus- that has been matched with the current PSC MCO on the PSC Syllabus Template
- The college's minimum standard for the appointment to the adjunct faculty is:
  - -Master's Degree with 18 credit hours in the area of instruction or related experience.
- The potential instructor's academic credentials, resume and syllabus are forwarded by the Advanced Studies Coordinator to the appropriate Department Chair who reviews the document and makes a recommendation concerning its approval. The course outline is reviewed in terms of the following:
  - Textbook compatibility to materials used at PSC
  - Adherence to PSC course guidelines and content requirements
- The Department Chair returns the instructor's credentials to the Advanced Studies Program Coordinator with a recommendation approval.

**Note:** Representatives of the high school may be asked to submit information in addition to that described above.

#### **Advanced Studies Program Coordinator:**

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