



**Finger Lakes Community College  
Office of Concurrent Enrollment  
Gemini Program Instructor Application**

<b>Last Name</b>		<b>First Name</b>		<b>Middle Initial</b>	
<b>Address</b>	<b>Number</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone Number(s)</b>			<b>Social Security Number (necessary to create course in system)</b>		
<b>Email Address (work)</b>			<b>Email Address (home)</b>		

<b>FLCC Course(s) Requested:</b>	<b>Date Submitted:</b>
<b>School District:</b>	<b>Anticipated Start of Course:</b>

Have you ever taught a Gemini course(s) before?  Yes  No  
 If yes, what course(s) have you taught? \_\_\_\_\_

Have you ever taught at Finger Lakes Community College before?  Yes  No  
 If yes, what course(s) have you taught? \_\_\_\_\_

	<b>Name of School</b>	<b>Degree</b>	<b>Years Attended</b>	<b>Diploma/Degree</b>
<b>High School Graduate?</b> Yes ____ No ____			<b>NA</b>	<b>NA</b>
<b>Undergraduate College(s)</b>				
<b>Graduate/ Professional</b>				
<b>Other (Specify)</b>				

<b>Foreign Language Instructors Only:</b> Indicate all foreign languages you can speak, read and/or write.			
	<b>FLUENT</b>	<b>GOOD</b>	<b>FAIR</b>
<b>SPEAK</b>			
<b>READ</b>			
<b>WRITE</b>			

**Teaching/Employment Experience  
(Please begin with your current employer.)**

<b>Institution Name</b>	<b>Dates: From:</b>	<b>To:</b>
<b>Address</b>	<b>Courses Taught</b>	
<b>Telephone Number(s)</b>		

<b>Institution Name</b>	<b>Dates: From:</b>	<b>To:</b>
<b>Address</b>	<b>Courses Taught</b>	
<b>Telephone Number(s)</b>		

<b>Institution Name</b>	<b>Dates: From:</b>	<b>To:</b>
<b>Address</b>	<b>Courses Taught</b>	
<b>Telephone Number(s)</b>		

<b>Institution Name</b>	<b>Dates: From:</b>	<b>To:</b>
<b>Address</b>	<b>Courses Taught</b>	
<b>Telephone Number(s)</b>		



## HOW TO CREATE A COURSE OUTLINE

FLCC has a course syllabus for each course offered at the College. The course syllabus is a summary of the FLCC course of study and ensures that course descriptions, outcomes and topics are consistent regardless of the instructor/section.

All FLCC instructors are required to create a detailed course outline specific to their course/section. A course outline informs students how the course syllabus requirements will be met in each section of the course. It is a contract between the student and the instructor and should include all course expectations. All components of the FLCC course syllabus must be addressed in the course outline.

**Using the FLCC course syllabus as a guide, please submit a separate course outline for each FLCC course you intend to teach (Ex. HIS 110 and HIS 111 must be two separate course outlines as they are two separate college courses).**

Course outlines should include the following information:

- **Name and Contact Information** (however you prefer to communicate with students)
- **Name of the College** (FLCC or Finger Lakes Community College)
- **Course Prefix and Number** (Ex. ENG 101)
- **Course Name** (Ex. Composition I)
- **Semester** (Ex. Fall 2013) – date must be changed on outline each semester and resubmitted to FLCC
- **Credit Hours and Contact Hours** (found in FLCC course syllabus)
- **Catalog Description** (use description found in FLCC course syllabus)
- **Student Learning Outcomes** (use description found in FLCC course syllabus)
- **College Learning Outcomes** (use description found in FLCC course syllabus)
- **Required Course Materials** (including textbook, software, calculators, etc.) All Gemini sections must use the FLCC textbook.
- **Methods of Instruction:** See FLCC course syllabus for minimum requirements; add others per your preference.  
Ex. Lecture, labs, readings, class discussions/debates, collaborative/group learning, student presentations, audio-visual presentations, etc.
- **Assessment Measures:** See FLCC course syllabus for minimum requirements; add others per your preference. Be specific and provide details of all major assignments including tests, quizzes, papers, portfolios, projects, presentations, etc. Include the weight of assignments

(by percentages, points, etc.) Ex. Tests=50%, Labs=20%, Presentations=30%.

- **Instructor Policies and Classroom Procedures:** These may include attendance policy, make-up/late assignments, student conduct, use of electronic devices, etc.
- **Outline of Topics Covered** (use topics found in FLCC course syllabus). Additional topics may be covered at your discretion if time allows. Be as detailed as possible and include dates and/or chapters from the textbook that coincide with the topics.
- **Include the FLCC Grading Scale below (required for all Gemini instructors):**

A	93 & above	4.0	C	73 – 77	2.0
A-	90 – 92	3.7	C-	70 – 72	1.7
B+	88 – 89	3.3	D+	68 – 69	1.3
B	83 – 87	3.0	D	63 – 67	1.0
B-	80 – 82	2.7	D-	60 – 62	0.7
C+	78 – 79	2.3	F	59 & lower	0.0

It is important that your course outline contain all of the above information because it is used to assist students with transferability and is required for accreditation. A course outline also helps FLCC department chairs/coordinators to accurately evaluate the course and ensure it is consistent with other course sections.