

Quick Reference to understand the areas of your Academic Oversight

You offer a UConn course; it just happens to be for high school credit as well. Course comparability is a shared responsibility where you play the most important role. You are responsible for course delivery.

Be aware of all NACEP standards, they are attached to this reference... But you are responsible for specific standards and they are described below.

Your guiding principle... Students are held to the same standard of achievement as other UConn students.

- **Make sure your students have a syllabus.** The department and the central office will give you guidance, but make sure the UConn information is included, grading information is clear, and it follows departmental guidelines. Have one syllabus for each course. **A syllabus helps your students when transferring credit too!** (See standard A1)
- **Align grading standards with your department's standards.** If you ever have a question, ask your Faculty Coordinator. Make sure you know whether a 93% is an A or A- in your department... (See standard A2)
- **Know your academic freedom.** Some disciplines will prescribe the student assessments and assignments, while others give guidelines for assignments while stressing quality indicators. Never hesitate to contact your Faculty Coordinator for clarification on this topic. **Assessments and assignments need to meet the requirements & philosophy of the department.** (See standard A3)
- **Make yourself accessible for site visits.** Your Faculty Coordinator is required to visit and observe your UConn class. This is a good opportunity to meet your Faculty Coordinator one-on-one and ask questions. This is a time to show off your class! (See standard C3)

If you ever have any questions contact your Faculty Coordinator; Melanie Banks ([860.486.3419](tel:860.486.3419)/Melanie.Banks@UConn.edu); or Brian Boecherer ([860.486.8828](tel:860.486.8828)/Brian.Boecherer@UConn.edu).

No question is too small!