



Policy & Procedures ~ Quick Guide

UConn ECE is an extension of the University, much like a regional campus or on-line course. Your class and section are the location of a course that lives within the University eco-system with specific academic departments, administration, and student services. The policies of the University (e.g., academic integrity, instructor certification, grading standards, and registration) extend from the University and its departments to you as the UConn ECE instructor and to your high school. The UConn Early College Experience office is here to support you and your students.

This quick reference guide is designed to highlight the most important elements of the UConn Early College Experience (ECE) program:

- Instructors are certified by their academic department and have the responsibility of working within the requirements of that department. **Each department has different levels of academic freedom which originate from the individual departmental culture.** If you have questions about grading (how to determine partial credit, standards of assessment, lab requirements, etc.) contact your Faculty Coordinator.
- As a certified UConn ECE Instructor, you are considered an “Affiliate” with the University of Connecticut and as such are authorized to teach your course(s) at the high school. **To maintain your certification, you need to stay connected to the department and attend the regular professional development workshops (minimum once every two years).** Instructors can be decertified for not attending workshops without a waiver or demonstrating an inability to maintain the standards of the program.
- Life happens and sometimes you need to leave the classroom for an extended period of time. **If you are out for over 2 weeks, the high school will need to find a replacement who can be approved by your UConn department.** Please contact the ECE Office at the earliest moment so that we can work with you, building leadership and your UConn department to support your temporary replacement.
- **Are you preparing your students for the AP test in addition to your UConn class?** This may work better for some UConn classes than with others. All we ask is that you maintain the academic standards, philosophy, and integrity of the UConn class. Extra content is a bonus to the student. Discuss any AP/ECE course overlap openly with your faculty coordinator so they can help.
- Students are asked to complete anonymous course evaluations for each class. **Please make time in the class for students to complete the course evaluations.** We send you all the student feedback and aggregate the departmental feedback for the Faculty Coordinator. While this is not part of the Educator Evaluation System, we encourage you to use this data to demonstrate success within your professional practice.

WE REQUEST THAT YOU READ ALL THE POLICIES AND PROCEDURES, WHICH CAN BE FOUND AT: www.uconn.edu. If you are ever in doubt about any part of the program, please contact us directly at 860.486.1045 or ece@uconn.edu.