Assessing New Adjuncts and Adjunct-Led Courses

Introduction
When considering a new adjunct and/or adjunct-led course, the MSE department has several requirements in order to reasonably assess the proposed course and instructor.

Proposing a new course
I. Stage 1: Preliminary Review (the attachment includes an example for steps b+c below).
   a. Clarify your experience with the topic so that we can assess teaching qualifications.
      i. Submit a coverletter including 1 paragraph outlining each of the following:
         1. Your experience w/r this course topic,
         2. Prior teaching experience, and its outcomes
      ii. New instructors to UConn MSE: Submit a CV.
   b. Provide a course overview:
      i. Suggest the course title for a standard 1-semester course on your proposed topic.
      ii. Write a concise summary of the content for the course (~100 words).
      iii. Identify the target audience level (Jr/Sr, Graduate) and their anticipated discipline (all MSE, 50%MSE and 50%ME, etc.).
      iv. style of course (traditional, purely on-line, hybrid),
   c. Prepare a draft syllabus, which must involve ~36 hours of class time. This should include:
      i. The textbook, online content, and/or reading materials you will assign,
      ii. Prerequisites necessary for the students to succeed in the class (primary topics they should know...no need to tie this to specific course numbers yet),
      iii. How you intend to assess the student’s progress (1 homework every 4 class sessions? Exams or presentations or both? Etc.),
      iv. An outline of topics to be covered in each lecture (ie ~one line for each of the ~36 hours of class instruction).

II. Stage 2: Following a satisfactory preliminary review (by the department head, and Directors of Graduate or Undergraduate studies as appropriate), you may be invited to an interview.
   a. Prepare and present an example lecture,
   b. Present an example assignment,
   c. Be prepared to discuss the topic, the proposed course details, and your educational/pedagogical approach.