Policy & Procedures ~ Quick Guide

This quick guide is a conceptual overview of UConn Early College Experience (UConn ECE) and it is designed to draw your attention to the most important elements of the program.

It is useful to think about UConn ECE as being like a regional campus: it has academic departments, administration, and student services. Your class is the location of the course. 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. Please keep in mind that you, as an instructor, should reach out to our office whenever you have questions, concerns, or are experiencing problems.

**We are here to support you in offering your UConn class!**

Please read the following important bulleted-topics and follow up by reading the complete policies on our website when you encounter issues.

- Instructors are certified by their academic department and have the responsibility of working within the requirements of that department. Each departments 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.

- You, as a certified UConn ECE Instructor, are considered University Affiliates with the University of Connecticut teaching your courses 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 and/or a demonstrating a flagrant refusal to employ 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 the UConn department. Please contact us at the earliest moment so that we can work with the high school and the 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 this opening with your faculty coordinator so they can help you.

- 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.

**WE REQUEST THAT YOU READ ALL THE POLICIES AND PROCEDURES, WHICH CAN BE FOUND AT:**
[www.ece.uconn.edu](http://www.ece.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.