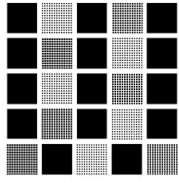


**ACE Faculty Credentials Handbook**

**Westchester Community College**

2011-2012

Advanced College Experience Program



# Westchester Community College

State University of New York

Dear Potential ACE Faculty Member

Welcome to the Advanced College Experience program at Westchester Community College. ACE is a dual enrollment program through which high school students enroll in a WCC class and, by completing college level work, earn both high school and college credit.

ACE classes like all dual enrollment classes, are taught by high school teachers whose credentials have been reviewed and approved by WCC. The basic premise is that ACE faculty must meet the same criteria for employment as do all WCC faculty members, to ensure program quality and consistency.

Each department at WCC sets its own specific criteria for its adjunct faculty members. In general, a post-graduate degree in the content area is expected. Some departments may substitute relevant work experience or classes in the content area, coupled with a post-graduate degree in teaching.

We've prepared this handbook as an opportunity for prospective ACE teachers to review the relevant needed credentials for the specific course(s) they'd like to teach through ACE. If, after reviewing our expectations, you feel you meet the guidelines, the next step would be for you to submit your credentials (a current resume, plus unofficial copies of your undergraduate and graduate transcripts) to the ACE Office for review.

Please feel free to contact the ACE Office (914-606-8890; [ace@sunywcc.edu](mailto:ace@sunywcc.edu)) with any questions. We look forward to working with you and your students!

Sincerely,

Andrea Morville, Ph.D.  
Assistant Dean and ACE Program Coordinator

## Table of Contents

<b>Department</b>	<b>Page</b>
Accounting	3
Business	4
Center for the Arts	5
Chemistry	6
Communications & Journalism	7
Computer Aided Drafting (CAD)	8
Computer & Office Technologies	9
Computer Science	10
Criminal Justice	11
Early Childhood	12
Economics	13
English	14
Fashion Technology	15
Film	16
Food Service Administration	17
French	18
History	19
Human Services	21
Italian	22
Mathematics	23
Mechanical & Civil Technology	25
Paralegal	26
Philosophy	27
Physical Sciences	28
Political Science	29
Psychology	30
Reading & Study Skills	31
Sociology	32
Spanish	33

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 ACCOUNTING DEPARTMENT

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

Course	Minimum Requirements
Financial Accounting	M B A or related Masters degree. CPA preferred. Teaching experience preferably in the subject area. Some real world experience. Recommendation of principal.

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information.

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 BUSINESS DEPARTMENT

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

<b>Course</b>	<b>Minimum Requirements</b>
Business Organization & Management	M B A or related Masters degree. Teaching experience preferably in the subject area. Some real world experience. Recommendation of principal.
Entrepreneurship	M B A or related Masters degree. Teaching experience preferably in the subject area. Some real world experience. Recommendation of principal.
Marketing	MBA with a concentration in Marketing, work experience in the field of marketing, could include sales, product development, website management, advertising, media planning & sales, retail management
Business Law I	J D law degree and related work experience.

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information.

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 CENTER FOR THE ARTS

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

<b>Course</b>	<b>Minimum Requirements</b>
Drawing Fundamentals	<ul style="list-style-type: none"> <li>• An earned <b>Master of Fine Arts Degree</b> from an accredited institution of higher learning in <b>Studio Art</b> <b>and</b></li> <li>• <b>Three years</b>, full-time teaching experience in the content area (Drawing), grades 9-12 and /or on the college level</li> </ul>
Painting Fundamentals	<ul style="list-style-type: none"> <li>• An earned <b>Master of Fine Arts Degree</b> from an accredited institution of higher learning in <b>Studio Art</b> <b>and</b></li> <li>• <b>Three years</b>, full-time teaching experience in the content area (Painting), grades 9-12 and /or on the college level</li> </ul>
Sculpture	<ul style="list-style-type: none"> <li>• An earned <b>Master of Fine Arts Degree</b> from an accredited institution of higher learning in <b>Studio Art</b> <b>and</b></li> <li>• <b>Three years</b>, full-time teaching experience in the content area (Sculpture), grades 9-12 and /or on the college level</li> </ul>

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information.

WESTCHESTER COMMUNITY COLLEGE  
STANDARDS FOR HIGH SCHOOL FACULTY  
TEACHING COURSES  
OFFERED THROUGH THE  
ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
CHEMISTRY DEPARTMENT

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

<b>Course</b>	<b>Minimum Requirements</b>
Introduction to Forensic Science - Lecture & Lab	A Bachelor's degree in forensics, chemistry or physics and having taught forensics on the college or high school level at least 3 times.

**Note:** Don't see the course you're exploring listed here? Please call the ACE Office for information

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 COMMUNICATION AND JOURNALISM DEPARTMENT

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

Course	Minimum Requirements
Speech Communication	<ul style="list-style-type: none"> <li>• An earned Master of Arts Degree from an accredited institution of higher learning in Speech Communication</li> <li>• Three years full-time teaching experience in the content area (Speech Communication), grades 9-12 and /or on the college level</li> </ul>
Understanding Mass Media	<ul style="list-style-type: none"> <li>• An earned Master of Arts Degree from an accredited institution of higher learning in a communications related field</li> <li>• Three years full-time teaching experience in the content area (Media/ Communication), grades 9-12 and /or on the college level</li> </ul>
TV Production I	<ul style="list-style-type: none"> <li>• An earned Master of Arts Degree from an accredited institution of higher learning, media related field preferred</li> <li>• Several years of relevant television production experience (planning, writing, production, and post-production areas)</li> <li>• Three years full-time teaching experience grades 9-12 and /or on the college level</li> </ul>

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information.

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 ENGINEERING TECHNOLOGY: COMPUTER AIDED DRAFTING DEPARTMENT

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

Course	Minimum Requirements
CAD I	Bachelors of Arts or Science degree in Engineering plus proficiency in CAD I through CAD IV.
CAD II	Bachelors of Arts or Science degree in Engineering plus proficiency in CAD I through CAD IV.

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 COMPUTER AND OFFICE TECHNOLOGIES DEPARTMENT

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

<b>Course</b>	<b>Minimum Requirements</b>
Computer Information Systems	Bachelor's degree. Experience teaching MS Office (Word, PowerPoint, Excel & Access) and computer concepts.
Word Processing Applications	Bachelor's degree. Experience teaching MS Word and business document formatting.

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 COMPUTER SCIENCE DEPARTMENT

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

Course	Minimum Requirements
Computer Science I	A Masters in Computer Science, Mathematics, Mathematics Education or related field plus an interview with the Department Chair.
Computer Science II	A Masters in Computer Science, Mathematics, Mathematics Education or related field plus an interview with the Department Chair.

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 BEHAVIORAL & SOCIAL SCIENCES: CRIMINAL JUSTICE DEPARTMENT

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

<b>Course</b>	<b>Minimum Requirements</b>
Intro to Criminal Justice	Three years teaching experience, three years experience in law enforcement and a Master's Degree in Criminal Justice
Intro to Criminology	Three years teaching experience, three years experience in law enforcement and a Master's Degree in Criminal Justice

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information

WESTCHESTER COMMUNITY COLLEGE  
STANDARDS FOR HIGH SCHOOL FACULTY  
TEACHING COURSES  
OFFERED THROUGH THE  
ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
HUMAN SERVICES DEPARTMENT: EARLY CHILDHOOD

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

<b>Course</b>	<b>Minimum Requirements</b>
Early Childhood Development	<ul style="list-style-type: none"><li>• Ms. Ed. or Ma. Ed. in early childhood</li><li>• Early childhood teaching experience required</li></ul>

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 BEHAVIORAL/SOCIAL SCIENCES DEPARTMENT: ECONOMICS

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

<b>Course</b>	<b>Minimum Requirements</b>
Macroeconomics	Three years teaching experience and a Master's Degree in Economics
Microeconomics	Three years teaching experience and a Master's Degree in Economics
Personal Finance	Three years teaching experience and a Master's Degree in Economics or Masters degree in appropriate field in finance with a range of graduate courses in the various aspects of personal finance.

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information.

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 ENGLISH DEPARTMENT

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

Course	Minimum Requirements
Composition & Literature I	<ul style="list-style-type: none"> <li>• An earned <b>Master of Arts Degree</b> from an accredited institution of higher learning in <b>English (literature, writing, or composition and rhetoric)</b> , OR an earned <b>Master’s Degree</b> in <b>English Education, with a minimum of 15 graduate credits in literature courses</b> <b>and</b></li> <li>• <b>Three years</b>, full-time teaching experience in the content area (English), grades 9-12 and /or on the college level</li> </ul>
Composition & Literature II	<ul style="list-style-type: none"> <li>• An earned <b>Master of Arts Degree</b> from an accredited institution of higher learning in <b>English (literature, writing, or composition and rhetoric)</b> , OR an earned <b>Master’s Degree</b> in <b>English Education, with a minimum of 15 graduate credits in literature courses</b> <b>and</b></li> <li>• <b>Three years</b>, full-time teaching experience in the content area (English), grades 9-12 and /or on the college level</li> </ul>

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information.

WESTCHESTER COMMUNITY COLLEGE

STANDARDS FOR HIGH SCHOOL FACULTY  
TEACHING COURSES  
OFFERED THROUGH THE

ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM

BUSINESS DEPARTMENT: FASHION TECHNOLOGY

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

<b>Course</b>	<b>Minimum Requirements</b>
Fashion Design Technology	M B A or related Masters degree. Teaching experience preferably in the subject area. Some real world experience. Recommendation of principal.
Visual Merchandising & Display	M B A or related Masters degree. Teaching experience preferably in the subject area. Some real world experience. Recommendation of principal.

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information.

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 FILM DEPARTMENT

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

Course	Minimum Requirements
Intro to Modern Film	MA in Film Studies, minimum three years teaching experience in Film Studies
Intro to Early Film	MA in Film Studies, minimum three years teaching experience in Film Studies
Digital Video I	MFA in Film or Video, minimum of three years teaching experience in area
Digital Video II	MFA in Film or Video, minimum of three years teaching experience in area

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information.

WESTCHESTER COMMUNITY COLLEGE  
STANDARDS FOR HIGH SCHOOL FACULTY  
TEACHING COURSES  
OFFERED THROUGH THE  
ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
FOOD SERVICE ADMINISTRATION DEPARTMENT

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

<b>Course</b>	<b>Minimum Requirements</b>
Nutrition 101	<ul style="list-style-type: none"><li>• Registered Dietitian (R.D. credentials must be current)</li><li>• Master's Degree</li><li>• A minimum of five years work experience in the field of nutrition</li></ul>

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information

WESTCHESTER COMMUNITY COLLEGE  
STANDARDS FOR HIGH SCHOOL FACULTY  
TEACHING COURSES  
OFFERED THROUGH THE  
ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
LANGUAGES DEPARTMENT: FRENCH

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

Course	Minimum Requirements
	French courses are not currently included in the ACE Program

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information.

WESTCHESTER COMMUNITY COLLEGE

STANDARDS FOR HIGH SCHOOL FACULTY  
TEACHING COURSES  
OFFERED THROUGH THE

ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM

BEHAVIORAL SOCIAL SCIENCES DEPARTMENT: HISTORY

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

Course	Minimum Requirements
19 <sup>th</sup> Century US History	Three years teaching experience and 1. Masters Degree in American History, or 2. Masters Degree in History with appropriate graduate and undergraduate courses in American History, or 3. Masters Degree in Social Studies Education with appropriate graduate and undergraduate courses in American History
20 <sup>th</sup> Century US History	Three years teaching experience and 1. Masters Degree in American History, or 2. Masters Degree in History with appropriate graduate and undergraduate courses in American History, or 3. Masters Degree in Social Studies Education with appropriate graduate and undergraduate courses in American History
Global History to 1648	Three years teaching experience and 1. Masters Degree in Global History, or 2. Masters Degree in History with appropriate graduate and undergraduate courses in the history of various regions of the world before 1648, or 3. Masters Degree in Social Studies Education with appropriate graduate and undergraduate courses in the history of various regions of the world before 1648
Global History from 1648	Three years teaching experience and 1. Masters Degree in Global History, or 2. Masters Degree in History with appropriate graduate and undergraduate courses in the history of various regions of the world since 1648, or 3. Masters Degree in Social Studies Education with appropriate graduate and undergraduate courses in the history of various regions of the world since 1648
US History: Colonial to 1800	Three years teaching experience and 1. Masters Degree in American History, or 2. Masters Degree in History with appropriate graduate and undergraduate courses in American History, or 3. Masters Degree in Social Studies Education with appropriate

	graduate and undergraduate courses in American History
Global History	Three years teaching experience and 1. Masters Degree in Global History, or 2. Masters Degree in History with appropriate graduate and undergraduate courses in the history of various regions of the world, or 3. Masters Degree in Social Studies Education with appropriate graduate and undergraduate courses in the history of various regions of the world
African-American History	Three years teaching experience and 1. Masters Degree in African American History, or 2. Masters Degree in History with appropriate graduate and undergraduate courses in African American history, or 3. Masters Degree in Social Studies Education with appropriate graduate and undergraduate courses in African American history

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information.

WESTCHESTER COMMUNITY COLLEGE  
STANDARDS FOR HIGH SCHOOL FACULTY  
TEACHING COURSES  
OFFERED THROUGH THE  
ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
HUMAN SERVICES DEPARTMENT

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

<b>Course</b>	<b>Minimum Requirements</b>
Introduction to Human Services	<ul style="list-style-type: none"><li>• Masters in Social Work</li><li>• Post-masters social work experience</li></ul>

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 LANGUAGES DEPARTMENT: ITALIAN

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

Course	Minimum Requirements
Intermediate Italian I	<ul style="list-style-type: none"> <li>• An earned <b>Master’s Degree</b> from an accredited institution of higher learning in <b>Italian language, literature and culture</b>, or an earned Master’s Degree in <b>Italian and Secondary Education</b></li> <li>• <b>Three years</b>, full time teaching experience in the content area (Italian ), grades 9-12 and /or on the college level</li> </ul>
Intermediate Italian II	<ul style="list-style-type: none"> <li>• An earned <b>Master’s Degree</b> from an accredited institution of higher learning in <b>Italian language, literature and culture</b>, or an earned Master’s Degree in <b>Italian and Secondary Education</b></li> <li>• <b>Three years</b>, full time teaching experience in the content area (Italian ), grades 9-12 and /or on the college level</li> </ul>

**Note:**

Don’t see the course you’re exploring listed here? Please call the ACE Office for information.

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 MATHEMATICS DEPARTMENT

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

<b>Course</b>	<b>Minimum Requirements</b>
College Algebra: Functions And Models	A Masters in Mathematics or Mathematics Education or related field <b>and</b> teaching experience in the High School.
College Algebra with Trigonometry	A Masters in Mathematics or Mathematics Education or related field <b>and</b> teaching experience in the High School.
Pre-Calculus	A Masters in Mathematics or Mathematics Education or related field, including 6 credits of Calculus <b>and</b> teaching experience in the High School.
Calculus for Business	A Masters in Mathematics or Mathematics Education or related field, including 9 credits of Calculus <b>and</b> teaching experience in the High School.
Calculus 1	A Masters in Mathematics or Mathematics Education or related field, including 9 credits of Calculus <b>and</b> teaching experience in the High School.
Calculus 2	A Masters in Mathematics or Mathematics Education or related field, including 9 credits of Calculus <b>and</b> teaching experience in the High School.
Calculus 3	A Masters in Mathematics or Mathematics Education or related field, including 9 credits of Calculus <b>and</b> teaching experience in the High School.
Statistics	A Masters in Mathematics or Mathematics Education or related field, including 3 credits of Statistics <b>and</b> teaching experience in the High School.
Elements of Geometry	A Masters in Mathematics or Mathematics Education or related field <b>and</b> teaching experience in the High School.
Contemporary Math	A Masters in Mathematics or Mathematics Education or related field

	<b>and</b> teaching experience in the High School.
--	--

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information.

WESTCHESTER COMMUNITY COLLEGE

STANDARDS FOR HIGH SCHOOL FACULTY  
TEACHING COURSES  
OFFERED THROUGH THE

ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM

ENGINEERING TECHNOLOGY: MECHANICAL & CIVIL TECHNOLOGY DEPARTMENT

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

<b>Course</b>	<b>Minimum Requirements</b>
Architectural Drawing	Bachelor of Arts degree in Architecture plus five years experience in teaching Architecture related courses or an RA (Registered Architect).
Architectural Design	Bachelor of Arts degree in Architecture and an LA (Licensed Architect) or an RA (Registered Architect).

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 BEHAVIORAL & SOCIAL SCIENCES: PARALEGAL DEPARTMENT

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

Course	Minimum Requirements
All Paralegal Courses	Due to American Bar Association Accrediting requirements, Westchester Community College is unable to offer credit for courses taken elsewhere than on the Main Campus

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information

WESTCHESTER COMMUNITY COLLEGE  
STANDARDS FOR HIGH SCHOOL FACULTY  
TEACHING COURSES  
OFFERED THROUGH THE  
ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
BEHAVIORAL/SOCIAL SCIENCES DEPARTMENT: PHILOSOPHY

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

Course	Minimum Requirements
	Philosophy courses are not currently participating in the ACE Program

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information.

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 PHYSICAL SCIENCES DEPARTMENT

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

Course	Minimum Requirements
Engineering Physics I	A Masters degree in Physics or related field and teaching experience in Physics at the high school or college-level
Engineering Physics II	A Masters degree in Physics or related field and teaching experience in Physics at the high school or college-level
College Physics I	A Masters degree in Physics or related field and teaching experience in Physics at the high school or college-level
College Physics II	A Masters degree in Physics or related field and teaching experience in Physics at the high school or college-level
Astronomy	A Masters degree in Astronomy or related field and teaching experience in a physical science discipline at the high school or college-level
Physical Science Explorations	A Masters degree in a physical science discipline (physics, geology, astronomy) or related field and teaching experience in a physical science discipline at the high school or college-level
The Solar System	A Masters degree in a physical science discipline (physics, geology, astronomy) or related field and teaching experience in a physical science discipline at the high school or college-level

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 BEHAVIORAL/SOCIAL SCIENCES DEPARTMENT: POLITICAL SCIENCE

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

<b>Course</b>	<b>Minimum Requirements</b>
American Government & Issues	Three years teaching experience and a Master's Degree in Political Science
State & Local Government	Three years teaching experience and a Master's Degree in Political Science

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information.

WESTCHESTER COMMUNITY COLLEGE  
STANDARDS FOR HIGH SCHOOL FACULTY  
TEACHING COURSES  
OFFERED THROUGH THE  
ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
BEHAVIORAL/SOCIAL SCIENCES DEPARTMENT: PSYCHOLOGY

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

<b>Course</b>	<b>Minimum Requirements</b>
General Psychology	Three years teaching experience and Masters Degree in Psychology

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information.

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 READING AND STUDY SKILLS DEPARTMENT

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

<b>Course</b>	<b>Minimum Requirements</b>
College Success	<ul style="list-style-type: none"> <li>• An earned <b>Master of Arts Degree</b> from an accredited institution of higher learning.</li> <li>• Training in teaching <b>College Success</b> OR past experience in having taught this course.</li> <li>• <b>Three years</b>, full-time teaching experience in grades 9-12 and /or on the college level.</li> </ul>
Foundations of College Reading	<ul style="list-style-type: none"> <li>• An earned <b>Master’s Degree</b> from an accredited institution of higher learning in reading and/or literacy. OR</li> <li>• An earned <b>Master’s Degree in Education, with a minimum of 15 graduate credits in reading courses.</b> <b>and</b></li> <li>• <b>Three years</b>, full-time teaching experience in reading in grades 9-12 and /or on the college level.</li> </ul>
Analytical Reading	<ul style="list-style-type: none"> <li>• An earned <b>Master’s Degree</b> from an accredited institution of higher learning in reading and/or literacy. OR</li> <li>• An earned <b>Master’s Degree in Education, with a minimum of 15 graduate credits in reading courses.</b> <b>and</b></li> <li>• <b>Three years</b>, full-time teaching experience in reading in grades 9-12 and /or on the college level.</li> </ul>

**Note:**

Don’t see the course you’re exploring listed here? Please call the ACE Office for information

WESTCHESTER COMMUNITY COLLEGE  
STANDARDS FOR HIGH SCHOOL FACULTY  
TEACHING COURSES  
OFFERED THROUGH THE  
ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
BEHAVIORAL/SOCIAL SCIENCES DEPARTMENT: SOCIOLOGY

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

<b>Course</b>	<b>Minimum Requirements</b>
Intro to Sociology	Three years teaching experience and a Master's Degree in Sociology

**Note:**

Don't see the course you're exploring listed here? Please call the ACE Office for information.

WESTCHESTER COMMUNITY COLLEGE  
 STANDARDS FOR HIGH SCHOOL FACULTY  
 TEACHING COURSES  
 OFFERED THROUGH THE  
 ADVANCED COLLEGE EXPERIENCE (ACE) PROGRAM  
 LANGUAGES DEPARTMENT: SPANISH

**Minimum:** In order to be considered qualified to teach a course through the ACE Program, the instructor must have the credentials listed below.

**Note:** Credentials must be documented through the submission of a current resume plus undergraduate and graduate transcripts.

Course	Minimum Requirements
Intermediate Spanish I	<ul style="list-style-type: none"> <li>• An earned <b>Master’s Degree</b> from an accredited institution of higher learning in <b>Spanish language, literature and culture</b>, or an earned Master’s Degree in <b>Spanish and Secondary Education</b></li> <li>• <b>Three years</b>, full time teaching experience in the content area (Spanish), grades 9-12 and /or on the college level</li> </ul>
Intermediate Spanish II	<ul style="list-style-type: none"> <li>• An earned <b>Master’s Degree</b> from an accredited institution of higher learning in <b>Spanish language, literature and culture</b>, or an earned Master’s Degree in <b>Spanish and Secondary Education</b></li> <li>• <b>Three years</b>, full time teaching experience in the content area (Spanish), grades 9-12 and /or on the college level</li> </ul>

**Note:**

Don’t see the course you’re exploring listed here? Please call the ACE Office for information.