



**Memorandum of Agreement**  
**between**  
**SUNY Broome Community College & Vestal High School**  
**Academic Year 2020-2021**

**Overview:**

SUNY Broome Community College (hereinafter referred to as the College) and Vestal High School (hereinafter referred to as the high school) agree cooperatively to offer the following SUNY Broome Fast Forward courses to eligible high school students, taught by approved and qualified high school teachers (also known as Fast Forward Instructors) to provide enhanced and additional educational opportunities in said high school.

SUNY Broome Fast Forward courses scheduled in said high school for the 2020-2021 academic year:

Semester Offer	Course Code	CRN#	Course Title	Fast Forward Instructor	
FALL 2020	ART 118 F01	33553	Intro to Digital Photography	Mallory	Little
FALL 2020	ART 118 F02	34492	Intro to Digital Photography	Mallory	Little
FALL 2020	ART 118 F03	34493	Intro to Digital Photography	Mallory	Little
FALL 2020	ART 118 F04	34494	Intro to Digital Photography	Mallory	Little
FALL 2020	CHM 145 F03	34162	General Chemistry I	Stephanie	Lewis
FALL 2020	CHM 145 F04	34163	General Chemistry I	Stephanie	Lewis
FALL 2020	FRE 201 F04	32465	Intermediate French I	Elizabeth	Ait Oumessaoud
FALL 2020	SPA 201 F05	32463	Intermediate Spanish I	Sandra	Flesher
FALL 2020	SPA 201 F06	32464	Intermediate Spanish I	Sandra	Flesher
FULL YEAR	PHY 161 F05	33616	Physics I Mechanics Heat	Peter	Klimas
FULL YEAR	PHY 161 F06	33617	Physics I Mechanics Heat	Peter	Klimas
FULL YEAR	PHY 161 F07	33823	Physics I Mechanics Heat	John	Anderson
FULL YEAR	PHY 162 F01	34164	Physics II Wave and Motion	Peter	Klimas
SPRING 2021	ART 125 F01	53973	Intro to Computer Graphics	Melissa	Restuccia
SPRING 2021	CHM 146 F03	55669	General Chemistry II	Stephanie	Lewis
SPRING 2021	CHM 146 F04	55670	General Chemistry II	Stephanie	Lewis
SPRING 2021	COM 112 F01	55687	Beginning Photography	Mallory	Little
SPRING 2021	COM 112 F02	55141	Beginning Photography	Mallory	Little
SPRING 2021	COM 112 F03	55933	Beginning Photography	Mallory	Little
SPRING 2021	COM 112 F04	55934	Beginning Photography	Mallory	Little
SPRING 2021	CST 113 F01	55415	Introduction to Programming	Richard	Zwolinski
SPRING 2021	CST 113 F02	55636	Introduction to Programming	Richard	Zwolinski
SPRING 2021	FRE 202 F07	53976	Intermediate French II	Elizabeth	Ait Oumessaoud
SPRING 2021	SPA 202 F04	53971	Intermediate Spanish II	Sandra	Flesher
SPRING 2021	SPA 202 F05	53972	Intermediate Spanish II	Sandra	Flesher

**Program Guidelines:**

**Mission of the SUNY Broome Fast Forward Program:**

Concurrent enrollment programs, such as SUNY Broome Community College’s Fast Forward Program, promote and offer challenging college-level experiences to students in their last one or two years of high school. Students benefit through their ability to enroll in rigorous college-level courses while simultaneously meeting high school graduation requirements.

**Determination of SUNY Broome Fast Forward Course Offerings:**

The SUNY Broome Fast Forward Program will provide a Fast Forward Course Offerings List (see APPENDIX) to high school partners outlining SUNY Broome college courses available for teaching in the high school under the direction of the Fast Forward Program.

The Fast Forward Course Offerings List will be the result of the collaboration between the Chair of Outreach, SUNY Broome Department Chairs and the Vice President of Academic Affairs of SUNY Broome. Information included in the listing is college courses, course number and description, prerequisites and additional student eligibility requirements and names of the Department Chairs and Coordinators.

High school officials can review the Fast Forward Course Listing and instruct those interested high school teachers to apply as a Fast Forward Instructor by May of each year for the upcoming academic year.

**Faculty Assignment:**

SUNY Broome Fast Forward Instructors (high school teachers), must meet the same credentials and requirements as new part-time SUNY Broome faculty member teaching in a specific academic discipline. Some SUNY Broome courses listed in the Fast Forward Course Listings may also have additional professional requirements needed for teaching, than specified in the Fast Forward Instructor Qualifications Guide (see APPENDIX).

High school teachers seeking to teach a SUNY Broome Fast Forward course must submit a Fast Forward Instructor Application; resume and undergraduate and graduate transcripts to the fast Forward Office prior to the deadline. SUNY Broome Department Chairs review the Fast Forward Instructor Applications and notify the Fast Forward Office of their approval or denial of the applicant. The applicant will receive an approval or denial decision via electronic communication with the high school principal copied.

Once approved, the Fast Forward Office will work with the high school partners to facilitate and implement the Fast Forward Program policies and procedures for the course(s) approved. New Fast Forward Instructors will attend a mandatory New Instructor Orientation in August. Those current fast Forward Instructors approved to teach an additional Fast Forward course within or outside of their current department must attend the curriculum portion of the orientation in August.

Fast Forward Instructors will work with their SUNY Broome Department Chair or Coordinator to create a course syllabus for approval before the course begins and will require submission of course documents, exams, quizzes, assignments, etc. as requested. Once approved, the Fast Forward Office will draft a Memorandum of Agreement for the high school, listing the courses and instructors for the academic year.

The SUNY Broome Department Chair or Coordinator will conduct an evaluation/observation of Fast Forward Instructors at least once per semester during the first year of teaching and a minimum of every two years following. Within thirty days of the evaluation/observation, the SUNY Broome Department Chair or Coordinator will submit a report to the Fast Forward Instructor and Fast Forward Office. Should there be a recommendation for improvement in the report to the Fast Forward Instructor, they will have one semester to implement improvements. If not met, the Fast Forward Instructor will not be able to participate in future Fast Forward course offerings. The Fast Forward Office tracks and files evaluation/observation reports and sends reminders to departments on evaluations/observations that are coming due.

Fast Forward Instructors must adhere to the deadline dates set forth by SUNY Broome Community College in regards to student registration, course drops/withdrawals, submission of attendance and reporting final grades. Student Course Evaluations are a result of collaboration between the Fast Forward Office and Fast Forward Instructors.

Fast Forward Instructors must also participate in the annual Professional Development event held in November each year. When an instructor misses the event for three consecutive years, retraining will be necessary in order to continue to offer the Fast Forward course. Ongoing collegial discussions about curriculum, pedagogy, assessment, and course philosophy ensure Fast Forward Instructors are able to deliver quality SUNY Broome Community

College courses to their students. Such seminars are a key distinguishing characteristic of quality concurrent enrollment programs. They will also receive invites to attend and collaborate in department, division and college-wide meetings. This helps promote equivalency between SUNY Broome courses taught on campus and in the high schools via the Fast Forward Program. The College agrees to provide verification of attendance for Professional Development.

Should a Fast Forward Instructor be relieved of their teaching responsibilities permanently with the school district or on extended leave, the district must identify a qualified high school teacher to fulfill the duties of the Fast Forward course. The high school teacher/substitute will need to apply and carry out the Fast Forward Instructor Application, materials and approval process. This circumstance will also be at the purview of the Department Chair to assist in proper transitioning.

**Student Eligibility:**

High school juniors and seniors must have demonstrated a strong performance in course subjects relevant to the Fast Forward course in which they want to enroll. A strong academic performance is defined as a grade average of 85 or higher. The Fast Forward Course Offerings List contains prerequisites and additional student requirements that high school staff must adhere to.

The Fast Forward Office will support high schools and their Fast Forward Instructors in the student registration and certificate of residency requirements. Students apply to be a Fast Forward student (if new to the program) and new and returning students register online.

All students attending the Fast Forward course must register for the course and be visible on the course roster viewable through My College. Students have the option to audit the course, but will not receive transferrable college credit and will participate in the college coursework rigor and assignments as outlined in the syllabus. Students must submit a Certificate of Residency (see APPENDIX), unless they are not a resident of New York State.

SUNY Broome Community College and the Fast Forward Office are not responsible for students who fail to register or drop/withdrawal appropriately from the course, unless there was proof of notification done by the student, school counselor and/or Fast Forward Instructor that the Fast Forward Office failed to notice. Failure to adhere to deadlines for course registration and add/drop will result in detrimental consequences to the student’s transcript. All registrations, drops and withdrawals requests will process accordingly based on the deadlines set forth by SUNY Broome Community College and the Fast Forward Office.

<b>Academic Year 2020-2021 Course Withdrawal Deadlines</b>			
<b>Fast Forward Term</b>	<b>Course Dates</b>	<b>Drop with “W” Grade</b>	<b>Drop with “F” Grade</b>
<b>Fall 2020</b>	9/21/20 – 2/12/2021	10/20/2020 – 1/7/2021	1/8/2021 – 2/12/2021
<b>Spring 2021</b>	2/15/2021 – 6/25/2021	3/11/2021 – 5/14/2021	5/15/2021 – 6/25/2021
<b>Full Year</b>	9/21/2020 – 6/25/2021	11/12/2020 – 3/31/2021	4/1/2021 – 6/25/2021

**Teaching Environment:**

The high school will provide Fast Forward Instructors appropriate and adequate classroom space, laboratory space, equipment and technology for SUNY Broome Fast Forward courses taught at the high school.

**Student Textbooks:**

The SUNY Broome Department Chair or Coordinator approves textbooks. Fast Forward Instructors must arrange for approval by their high school officials to purchase the textbooks. If denied, Fast Forward Instructors must work with the SUNY Broome Campus Bookstore to facilitate purchasing of textbooks for the students.

**Remittance:**

No remittance is required. The College offers these courses at no cost to the student or high school.

*Certificates of Residency are required from all New York State residents.*

The certificate of residency is not required from students who reside outside of New York State or through an international exchange student program.

**Responsibilities of Partners:****School District**

- a) Will ensure qualified high school teachers are teaching the Fast Forward course(s) and appropriately replace those qualified high school teachers with those that are qualified in order to maintain course offering(s).
- b) Will ensure each student meets the eligibility requirements outlined in the “Student Eligibility” section of this agreement and that students successfully register for courses and will provide on request student high school transcripts for verification of eligibility.
- c) Will allow only students registered with the College to participate in SUNY Broome Fast Forward courses. Student who choose to audit must notify the Fast Forward Office within two weeks of the start of the semester to change their registration status. Students will not receive transferable college credit, but will still participate in the college level coursework.
- d) Will adhere to all policies and procedures set forth in the Fast Forward Administrators Handbook.

**The College**

- a) Will provide the high school with administrative and academic support concerning the Fast Forward Program as outlined in the Fast Forward Administrators Handbook and the Fast Forward Student Handbook.

**Compliance:**

The guidelines of Fast Forward are consistent with the regulations of the Commissioner and Regents of the State of Education Department, the regulations of the Chancellor of the State University of New York, National Alliance for Concurrent Enrollment Partnerships, SUNY Broome policies and procedures and the high school.

**Collaboration:**

There is mutual agreement that each party listed in this agreement collaborate with one another in the best interest of their students, appropriate courses and approved staff, prior to the establishment of schedules for the academic year of such course offerings.

**Contact:**

The Fast Forward Office serves as the liaison between SUNY Broome Community College and our high school partners for the SUNY Broome Fast Forward Program and is the point of contact with the school districts and its constituents.

**Documentation, Administrator & Student Handbook and [www.sunybroome.edu/ff](http://www.sunybroome.edu/ff):**

All information pertaining to Fast Forward is available for reference on our webpage [www.sunybroome.edu/ff](http://www.sunybroome.edu/ff) and in the Fast Forward Instructor & Administrator Handbook.

An electronic version of the handbook will follow in an email within the first week of the start of high school classes. Those high school and college staff that will be working with the Fast Forward Program in some capacity will need to read the handbook to inform of pertinent information, policies and procedures to the program.

**Amendments:**

Amendments made to this agreement must be in writing by a Fast Forward Office official only. Acceptable amendments include and are limited to update in course offering(s), such as semester, CRN#, number of sections or cancellation, update to SUNY Broome Community College signature line(s), update to High School Principal signature line.

Unacceptable amendments, such as adding a new course or new Fast Forward Instructor will not permit and must wait for offering in the next academic year.

**Merger Clause:**

This agreement contains the entire agreement of the parties and no representations, inducements, promises or agreements, oral or otherwise, not appearing herein shall be of any force or effect.

**Document Return & Retention:**

Please retain a copy of this agreement for your files.

Return original, signed agreement to:

Andrea L. Roma, Chair of Outreach  
Fast Forward Program  
SUNY Broome Community College  
PO Box 1017  
Binghamton, NY 13902

**SUNY Broome Fast Forward Program Staff:**

Andrea L. Roma, Chair of Outreach

P: (607)778-5619 / E: [romaal@sunybroome.edu](mailto:romaal@sunybroome.edu)

Jesse Wells, Exec. Enrollment Management Officer

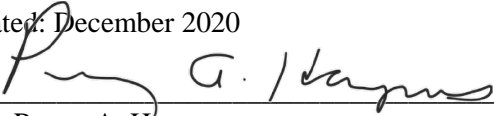
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**SIGNATURE PAGE**

**SUNY Broome Community College:**

This MOA, along with the courses have been electronically approved by the SUNY Broome Academic Departments. Electronic approvals are on record with the SUNY Broome Fast Forward Office.

Dated: December 2020



Dr. Penny A. Haynes  
Vice President for Academic Affairs

/ 12/7/2020 /

Date

**Vestal High School:**

Mr. Mario Nunes  
President, Board of Education

/ 12/15/20 /

Date



**Memorandum of Agreement**  
**Appendix**



## Course Offerings

**Fast Forward Student Eligibility Requirements:**

- 1) High school Junior or Senior (unless otherwise noted below)
- 2) Strong demonstration & performance (average grade of 85 or better) in relevant academic subjects

Course	Title	Credit Hours	College Pre-Requisite	Student Eligibility & Qualifications	Department Chair/Coordinator
<a href="#">ANT 110</a>	Physical Anthropology and Archeology	3	NA	Juniors/Seniors	Henry Bartlett/Carla Michalak
<a href="#">ANT 111</a>	Cultural Anthropology	3	NA	Juniors/Seniors	Henry Bartlett/Carla Michalak
<a href="#">ART 105</a>	Intro to Two Dimensional Design	3	NA	Juniors/Seniors	Patricia Evans/Hall Groat
<a href="#">ART 106</a>	Intro to Three Dimensional Design	3	NA	Juniors/Seniors	Patricia Evans/Hall Groat
<a href="#">ART 115</a>	Beginning Drawing	3	NA	Juniors/Seniors	Patricia Evans/Hall Groat
<a href="#">ART 116</a>	Painting I	3	<a href="#">ART 115</a>	Juniors/Seniors	Patricia Evans/Hall Groat
<a href="#">ART 118</a>	Introductin to Digital Photography	3	NA	Juniors/Seniors	Patricia Evans/Hall Groat
<a href="#">ART 125</a>	Introduction to Computer Graphics	3	<a href="#">ART 105</a>	Juniors/Seniors	Patricia Evans/Hall Groat
<a href="#">ART 130</a>	Ceramics	3	<a href="#">ART 106</a>	Juniors/Seniors	Patricia Evans/Hall Groat
<a href="#">ART 140</a>	Printmaking	3	<a href="#">ART 105</a>	Juniors/Seniors	Patricia Evans/Hall Groat
<a href="#">BHM 216</a>	Quantity Food Production	3	<a href="#">BHM 110</a>	Juniors/Seniors	Rey Wojdat
<a href="#">BIO 101</a>	Introduction to Anatomy & Physiology	3	NA	Juniors/Seniors	Bill Hollister/Tracy Curtis
<a href="#">BIT 100</a>	Keyboarding	3	NA	Sophomores allowed	Mark Ryan/Denise Wells
<a href="#">BIT 106</a>	Electronic Portfolios	1	NA	Juniors/Seniors	Mark Ryan/Denise Wells
<a href="#">BIT 130</a>	Word Processing Applications	3	NA	Juniors/Seniors	Mark Ryan/Denise Wells
<a href="#">BIT 172</a>	Creating Personal Web Pages	1	NA	Juniors/Seniors	Mark Ryan/Denise Wells
<a href="#">BIT 173</a>	Basics of Website Creation	1	NA	Juniors/Seniors	Mark Ryan/Denise Wells
<a href="#">BIT 180</a>	Computers and Communications	3	NA	Juniors/Seniors	Mark Ryan/Denise Wells
<a href="#">BIT 184</a>	Introduction to Microsoft Office	3	NA	Juniors/Seniors	Mark Ryan/Denise Wells
<a href="#">BIT 185</a>	Photoshop for Mobile, Web, and Print	3	NA	Juniors/Seniors	Mark Ryan/Denise Wells
<a href="#">BIT 200</a>	Spreadsheets w/ Business Applications	3	NA	Juniors/Seniors	Mark Ryan/Denise Wells
<a href="#">BIT 201</a>	Introduction to Spreadsheets	1	NA	Juniors/Seniors	Mark Ryan/Denise Wells
<a href="#">BIT 240</a>	Desktop Publishing using InDesign	3	NA	Juniors/Seniors	Mark Ryan/Denise Wells
<a href="#">BIT 251</a>	Introduction to Microsoft Word	1	NA	Sophomores allowed	Mark Ryan/Denise Wells
<a href="#">BIT 252</a>	Introduction to Microsoft Excel	1	NA	Sophomores allowed	Mark Ryan/Denise Wells
<a href="#">BIT 253</a>	Introduction to Microsoft Access	1	NA	Sophomores allowed	Mark Ryan/Denise Wells
<a href="#">BIT 254</a>	Introduction to Microsoft PowerPoint	1	NA	Sophomores allowed	Mark Ryan/Denise Wells
<a href="#">BIT 260</a>	Introduction to Database Management	3	NA	Juniors/Seniors	Mark Ryan/Denise Wells
<a href="#">BIT 270</a>	Personal and Professional Development	3	NA	Juniors/Seniors	Mark Ryan/Denise Wells
<a href="#">BIT 290</a>	Special Topics in Business Technology	1	Dept. Approval	Juniors/Seniors	Mark Ryan/Denise Wells
<a href="#">BUS 100</a>	Financial Accounting I	4	NA	Juniors/Seniors	Gian Roma/Erin Frye
<a href="#">BUS 110</a>	Introduction to Business	3	NA	Juniors/Seniors	Gian Roma/Erin Frye
<a href="#">BUS 112</a>	Quantitative Business Methods	3	NA	Juniors/Seniors	Gian Roma/Erin Frye
<a href="#">BUS 113</a>	Introduction to Entrepreneurship	4	NA	Juniors/Seniors	Gian Roma/Erin Frye
<a href="#">BUS 118</a>	Business Law I	3	NA	Juniors/Seniors	Gian Roma/Erin Frye
<a href="#">BUS 122</a>	Self Management	3	NA	Juniors/Seniors	Gian Roma/Erin Frye
<a href="#">BUS 213</a>	Business Plan Development	3	<a href="#">BUS 113</a>	Juniors/Seniors	Gian Roma/Erin Frye
<a href="#">CHM 120</a>	Fundamental Chemistry	4	NA	Juniors/Seniors	Joel Miller/Robert Congdon
<a href="#">CHM 121</a>	Forensic Sciences	4	NA	Juniors/Seniors	Joel Miller/Robert Congdon
<a href="#">CHM 123</a>	Environmental Science	4	NA	Juniors/Seniors	Joel Miller/Robert Congdon
<a href="#">CHM 124</a>	Environmental Science II	4	<a href="#">CHM 123</a>	Juniors/Seniors	Joel Miller/Robert Congdon
<a href="#">CHM 145</a>	General Chemistry I	4	Regents Chem (75 min. final grade) and Algebra I min. grade 85	Juniors/Seniors	Joel Miller/Robert Congdon
<a href="#">CHM 146</a>	General Chemistry II	4	<a href="#">CHM 145</a>	Juniors/Seniors	Joel Miller/Robert Congdon
<a href="#">CHM 290</a>	Forensic Toxicology	3	CHM 120, CHM 121, CHM 145 or permission of department	Juniors/Seniors	Joel Miller/Robert Congdon
<a href="#">CIV 113</a>	Engineering Drawing I w/CAD	2	Must use equivalent software (AutoCAD)	Juniors/Seniors	Tom Myers
<a href="#">CIV 119</a>	Architectural Drawing w/CAD	2	CIV 113 & Must use equivalent software (AutoCAD)	Juniors/Seniors	Tom Myers
<a href="#">CLT 110</a>	Introduction to Clinical Laboratory Technology	1	NA	Juniors/Seniors	Rachael Hagerman
<a href="#">CLT 120</a>	Clinical Laboratory Techniques and Practices	1	CLT 110	Juniors/Seniors	Rachael Hagerman
<a href="#">CLT 204</a>	Fundamental Phlebotomy	1	BIO 131 or BIO 101 w/ CLT advisor approval	Juniors/Seniors	Rachael Hagerman
<a href="#">COM 112/ART 112</a>	Beginning Photography	3	NA	Juniors/Seniors	Tim Skinner
<a href="#">COM 125</a>	Intro to Audio Theory & Production	3	NA	Juniors/Seniors	Tim Skinner
<a href="#">COM 130</a>	Intro to Video Theory & Production	3	NA	Juniors/Seniors	Tim Skinner
<a href="#">COM 145</a>	Contemporary Film Analysis	3	NA	Juniors/Seniors	Tim Skinner
<a href="#">COM 211</a>	Digital Photographic Imaging	3	NA	Juniors/Seniors	Tim Skinner



Course	Title	Credit Hours	College Pre-Requisite	Student Eligibility & Qualifications	Department Chair/Coordinator
<a href="#">COM 228</a>	Animation I	3	NA for LACM Dept	Juniors/Seniors	Tim Skinner
<a href="#">COM 260</a>	Television Production Practicum	3	NA	Juniors/Seniors	Tim Skinner
<a href="#">CST 105</a>	Computer Applications (typically for NON-computer science majors)	3	NA	Sophomores allowed	Julie Cooley
<a href="#">CST 113</a>	Introduction to Programming C++	3	A computer course or equivalent	Sophomores allowed	Julie Cooley
<a href="#">CST 119</a>	Computer Concepts and Applications (typically for comp. sci. majors)	3	HS computer course, CST 105, or CST 106	Sophomores allowed	Julie Cooley
<a href="#">CST 120</a>	Java Programming	3	NA	Sophomores allowed	Julie Cooley
<a href="#">CST 133</a>	Structured Programming in C#	3	<a href="#">MAT 096 AND CST 113 (85+ on Integrated Algebra Regents)</a>	Seniors only	Julie Cooley
<a href="#">CST 140</a>	Computer Maintenance	3	NA	Seniors only	Julie Cooley
<a href="#">ECE 110</a>	Introduction to Early Education	3	NA	Seniors only	Lisa Strahley
<a href="#">ECO 101</a>	Consumer Economics	3	NA	Juniors/Seniors	Henry Bartlett/Carla Michalak
<a href="#">ECO 110</a>	Micro-Economics	3	NA	Juniors/Seniors	Henry Bartlett/Carla Michalak
<a href="#">ECO 111</a>	Introduction to Macro-Economics	3	NA	Juniors/Seniors	Henry Bartlett/Carla Michalak
<a href="#">EDU 111</a>	Foundations of American Education	3	NA	Seniors only	Lisa Strahley
<a href="#">EGR 150</a>	Engineering Design I with Graphics	2	NA	Juniors/Seniors	Robert Lofthouse
<a href="#">EGR 151</a>	Engineering Design II with Graphics	2	NA	Juniors/Seniors	Robert Lofthouse
<a href="#">ENG 110</a>	College Writing I	3	9-11th Grade Final Avg. & ELA Score of $\geq 85$ or college placement required	Juniors/Seniors	Mary Seel
<a href="#">FRE 102</a>	Beginning French II	3	TBD	Juniors/Seniors	Tuong Nguyen
<a href="#">FRE 201</a>	Intermediate French I	3	<a href="#">FRE 102 (3 years of HS foreign language with an A average grade)</a>	Juniors/Seniors	Tuong Nguyen
<a href="#">FRE 202</a>	Intermediate French II	3	<a href="#">FRE 201</a>	Juniors/Seniors	Tuong Nguyen
<a href="#">FRS 101</a>	Fire Protection and Prevention	3	NA	No grade restrictions	Kerry Weber
<a href="#">FRS 103</a>	Fire Fighting Tactics and Strategy	3	NA	Juniors/Seniors	Kerry Weber
<a href="#">GER 101</a>	Beginning German I	4	1-3 years of German with a C average	Juniors/Seniors	Tuong Nguyen
<a href="#">GER 102</a>	Beginning German II	4	1-3 years of German with a B average	Juniors/Seniors	Tuong Nguyen
<a href="#">HIS 130</a>	US History I	3	NA	Juniors/Seniors	Henry Bartlett/Carla Michalak
<a href="#">HIS 131</a>	US History II	3	NA	Juniors/Seniors	Henry Bartlett/Carla Michalak
<a href="#">HIS 171</a>	American Economic History	3	NA	Juniors/Seniors	Henry Bartlett/Carla Michalak
<a href="#">HIS 186</a>	Modern American Social History	3	NA	Juniors/Seniors	Henry Bartlett/Carla Michalak
<a href="#">HIT 106</a>	Medical Terminology	3	NA	Juniors/Seniors	Holly Jones
<a href="#">HLS 150</a>	Emergency Management	3	ENG 110 (ELA Score 90+/ENG 110)	Seniors only	Kerry Weber
<a href="#">HST 100</a>	Seminar in Health Sciences	1	NA	Juniors/Seniors	Erin O'Hara-Leslie
<a href="#">HST 109</a>	Personal Success Strategies	1	NA	Juniors/Seniors	Erin O'Hara-Leslie
<a href="#">HST 162</a>	Personal and Community Health	3	NA	Juniors/Seniors	Erin O'Hara-Leslie
<a href="#">LRS 106</a>	College Success	3	NA	No Grade Restrictions	Loreta Paniccia/Lisa Hughes
<a href="#">LRS 108</a>	Study Management & Memory and Exams	1	NA	No Grade Restrictions	Loreta Paniccia/Lisa Hughes
<a href="#">MAT 124</a>	Statistics I	3	<a href="#">MAT 096 (85+ on Integrated Algebra Regents)</a>	Juniors/Seniors	Timmy Bremer
<a href="#">MAT 156</a>	Algebra and Trigonometry for Calculus	4	<a href="#">MAT 136 (85+ on A2/Trig Regents)</a>	Juniors/Seniors	Timmy Bremer
<a href="#">MAT 160</a>	Applied Calculus I	4	<a href="#">MAT 130 (85+ on A2/Trig Regents)</a>	For students interested in Engineering Technology major; Seniors only	Timmy Bremer
<a href="#">MAT 181</a>	Calculus I	4	<a href="#">MAT 156 (85+ in Pre-Calculus)</a>	Seniors only	Timmy Bremer
<a href="#">MAT 182</a>	Calculus II	4	<a href="#">MAT 181</a>	Seniors only	Timmy Bremer
<a href="#">MDA 114L</a>	First Aid	1	NA	No grade restrictions	Erin O'Hara-Leslie
<a href="#">MET 113</a>	Engineering Drawing with CAD	2	Must use AutoCAD	Juniors/Seniors	TBD
<a href="#">MUS 104</a>	Fundamentals of Music	3	NA	Juniors/Seniors	Brenda Dawe
<a href="#">PED 118</a>	Solutions in Fitness and Wellness	1	NA	Juniors/Seniors	Heather Hoffman
<a href="#">PED 119</a>	Solutions in Fitness and Wellness	1.5	NA	Juniors/Seniors	Heather Hoffman
<a href="#">PED 150</a>	Personal Nutrition	1	NA	Juniors/Seniors	Heather Hoffman
<a href="#">PED 168</a>	Exploring Healthy Lifestyles	1	NA	Juniors/Seniors	Heather Hoffman
<a href="#">PED 171</a>	Principles of Training & Conditioning	1	NA	Juniors/Seniors	Heather Hoffman
<a href="#">PED 173</a>	Fitness Walking (CV)	1	NA	Juniors/Seniors	Heather Hoffman
<a href="#">PHS 111</a>	Earth Investigations	3	NA	Juniors/Seniors	Kennie Leet
<a href="#">PHY 161</a>	Physics I: Mechanics and Heat	4	MAT 136 (Completion of Algebra II Trig)	Juniors/Seniors	Robert Lofthouse
<a href="#">PHY 162</a>	Physics II: Wave Motion, Electromagnetism, and Atomic Physics	4	MAT 136 (Completion of Algebra II Trig)	Juniors/Seniors	Robert Lofthouse
<a href="#">POS 111</a>	Public Policy	3	NA	Juniors/Seniors	Henry Bartlett/Carla Michalak
<a href="#">SPA 201</a>	Intermediate Spanish I	3	<a href="#">SPA 102 (3 years of HS foreign language with an A average grade)</a>	Juniors/Seniors	Tuong Nguyen

Course	Title	Credit Hours	College Pre-Requisite	Student Eligibility & Qualifications	Department Chair/Coordinator
<a href="#">SPA 202</a>	Intermediate Spanish II	3	<a href="#">SPA 201</a>	Juniors/Seniors	Tuong Nguyen
<a href="#">SPK 110</a>	Effective Speaking	3	Seniors $\geq$ 80 avg, Juniors $\geq$ 85 avg or instructor approval	Juniors/Seniors	Tuong Nguyen
<a href="#">TEC 101</a>	Introduction to Engineering Technology	3	NA	Juniors/Seniors	TBD
<b>Fast Forward Course Offerings are subject to modification at any time based on the Academic Department.  High schools will be notified if any such modications are made to make necessary arrangements and/or adjustments.</b>					
12/1/2020 ALR					



## Fast Forward Instructor Qualifications

<http://www2.sunybroome.edu/ffec/teach-a-new-course>

Note that the listed below qualifications for each department may only be the minimum, as some courses may need additional expertise, licensures, certification, etc. in order to qualify to teach.

### Art:

- Masters in Fine Arts or Arts specific to the discipline they intend to teach, i.e. Masters of Arts in Illustration, Masters of Fine Arts in Painting/Drawing, Sculpture, etc.

OR

- Masters in Art Education with the right combination of professional credentials (i.e. shows, galleries, collections, time working as a professional artist in the field, etc.)

*\*AND\** Each Prospective Applicant must include with their application:

- 20 personal works
- 20 examples of student work
- Per student work examples, include respective project criteria / description, assessment parameters and learning outcomes

### Biology:

- Master's in Biology or related field, with relevant teaching experience
- MAT/MST acceptable with relevant teaching experience

### Business:

- Master's Degree in the subject area (e.g. Accounting)

OR

- Master's Degree in Business Administration (MBA)

OR

- Bachelors in the specific subject area (e.g. accounting) with experience in the subject area. Masters also required, but in any discipline
- For BUS 122: Self-Management, require SUNY Broome Blackboard training (after instructor approval, but before teaching of course)

### Business Information Technology:

- BS in related field of Business, Business Education, Computer Science, Graphic Arts, Communications or Math. Masters preferred
- Faculty must have demonstrated teaching experience and completed coursework or certification in the area of expertise for any specific course
- If faculty meet core education requirements but have not taken formal coursework in the specific course area, then training can be obtained by taking BIT courses on campus, online, or through registered Independent Study

### Chemistry:

- B.S. in chemistry or chemical engineering and an M.S. in chemistry, chemical engineering, or a related field

- The fast forward instructor would also be required to use a SUNY Broome chemistry department approved syllabus, exams, book, and experiments

**Civil Engineering Technology:**

- BS in appropriate technical field. MA or MS preferred
- Demonstrated teaching experience with board drafting and AutoCAD

**Clinical Laboratory Technologies:**

- ASCP Certification or NYS Licensure as a Clinical (Medical) Laboratory Technician or Technologist or a Histological Technician
- Bachelor's degree in relevant subject area required, Master's degree in relevant subject area preferred
- For CLT 110 only: The Fast Forward Instructor would also be required to use the web materials provided by the department.

**Communications & Media Arts:**

- For theory based classes, a master's in the appropriate subject is req., PhD. preferred.
- For production based classes, the minimum requirement is a bachelor's degree in the relevant subject area, and appropriate master's degree (for example, a master's in education would be acceptable provided the candidate had an acceptable undergraduate degree related to the production field they wish to teach in).

**Computer Science:**

- Minimum education requirement is a BS in Computer Science with a MS preferred.
- Where appropriate, demonstrated teaching experience with all aspects and current versions of Microsoft Office, Visual Studio.NET C#/C++, Java, A+, Multisim 10
- Current Microsoft Windows Operating System

**Criminal Justice & Emergency Services:**

- Bachelor's degree in related field plus a minimum of 3 years' direct work experience in the CJES field directly related to subject material (approval to be made by the CJES Department).
- If Bachelor's degree is in an unrelated field, a minimum of 5 years' direct work experience in the CJES field, directly related to subject material (approval to be made by the CJES Department).
- Minimum of one year teaching experience required.
- FF instructor would be required to use a department approved syllabus, textbook, and exams.

**Engineering Science:**

- Master's degree preferred, (MAT acceptable).
- Due to variety of courses offered by our department, instructor would need to show adequate coursework and/or professional development in area(s) of proposed course(s).

**English:**

- Master's Degree in English or a related field—Comparative or Romance Literature, for example (MAT may not suffice)

**Foreign Languages:**

- Master's Degree in the subject area (e.g. Spanish or French), or
- Master's Degree in the Comparative Literature (in e.g. Spanish or French), or
- Native speakers of the foreign language (e.g. Spanish or French) with a BA Degree or higher

**Health Information Technology/Health Studies:**

- Bachelors in related field, MA or MS preferred
- The Fast Forward Instructor would also be required to use the SUNY Broome HST/HIT department approved syllabus, exams, and textbook.
- Demonstrated teaching experience
- Required SUNY Broome Blackboard training (after instructor approval, but before teaching of course)
- *For MDA 114L, First Aid, Course:* professional level certification in CPR and First Aid is required; training can be provided locally via the American Heart Association and coordinated by SUNY Broome.

**History, Philosophy & Social Sciences:**

- Instructors in Fast Forward courses must as a minimum have a Master's degree in the subject area they intend to teach (i.e.: Master's in Anthropology to teach ANT 111). Master's degrees in teaching or in social studies education are *not* acceptable. *Current instructors are grandfathered.*
- Proposed instructors in Fast Forward courses must be interviewed by the SUNY Broome Department chair prior to any approval of course offerings.

**Hospitality Programs:**

- 1) One undergraduate degree specifically in Culinary Arts, Hospitality, Food Service Administration, Restaurant Management, Event Management; Casino Management or a similar degree as applicable given specific area of industry to be taught. A master's in the hospitality field would suffice if hospitality undergraduate work is not present, but in almost all cases a degree in the hospitality field is required. An exception is made for highly specialized, difficult to locate skill sets for which a specific degree may be waived (eg: CAS 200 – Casino Games). Degrees in Family Consumer Sciences are not equivalent and are not considered.
- 2) At least three years experience in a commercial kitchen...restaurant, hotel, catering hall, hospital food service, dietary manager, casino, wedding planning, etc.
- 3) A Master's degree. Either a Master's degree in Hotel/Restaurant Administration, Hospitality Administration, Resorts Management or the like, or an MBA with a Hospitality Concentration. Again they come in a variety of names. If the master's is in a related field a candidate, candidate must have an undergraduate degree in a hospitality concentration. Certifications needed may include but not be limited to: Certified Secondary Culinary Educator (CSCE) or a Certified Culinary Educator (CCE) through the American Culinary Federation (ACF). You can find the designations here: <http://www.acfchefs.org/AM/Template.cfm?Section=Levels&Template=/CM/HTMLDisplay.cfm&ContentID=23641>, Certified Professional of Catering and Events through NACE; ServSafe; TIPS; CPR and Heartsaver, first aid, etc.

**Learning Assistance:**

- Master's Degree required with a specialization in Education, Reading/Literacy, or other related field.
- One year of teaching experience required

**Mathematics:**

- A Master's degree in Mathematics

*OR*

- Three years' experience teaching the material (calculus for MAT 181 and MAT 182, statistics for MAT 124, etc.)

*OR*

- One semester teaching the course for the Math Department on campus

**Mechanical Engineering Technology:**

- BS in appropriate technical field. MA or MS preferred
- Demonstrated teaching experience with board drafting and AutoCAD

**Music:**

- Master's Degree
- Graduate Level Music Theory coursework required

**Physical Education and Sport Studies:**

- 4-year degree in Physical Education or related field is required.
- Master's degree in Physical Education or related field is required, or is in progress.
- Minimum of 4 years teaching experience in Physical Education or Health Sciences
- 4 years coaching experience

**Physical Sciences:**

- Master's degree preferred, (MAT acceptable).
- Successful completion of a minimum 30 graduate credits in the Sciences, specifically in the area of Science applicant is applying to teach

**Physics:**

- BS in Physics or closely related field plus commensurate experience; MA or MS preferred

**Teacher/Early Childhood Education:**

- Master's degree required in education or a liberal arts discipline. Undergraduate or graduate degree must include early childhood education coursework.
- Three years teaching experience or appropriate combination of teaching, relevant work experience and scholarly activity necessary.
- To specifically teach an Early Childhood course, must have experience teaching early childhood (infants through grade 2) and college teaching preferred.



## Certificate of Residency (COR) Instructions

- ALL students must submit a Certificate of Residency (COR) form each fall only
- Only students that are NEW to Fast Forward in the Spring, need to complete a COR
- Certificates are **due October 2 for fall and full year courses** and **February 19 for spring** to the Fast Forward Office
- Access the Certificate of Residency online at: <https://www.sunybroome.edu/web/www/residency>
- See back of Certificate of Residency form for detailed instructions
- ALL shaded boxes must be completed legibly and in pen
  - Broome County Only – SS# or SUNY Broome ID (B00#####) is needed on the SS# section of the COR
  - All Other Counties – must enter their Social Security Number on the SS# sections of the COR
- Check for accuracy before sending in your COR

**For additional COVID-19 County instructions refer to <https://www.sunybroome.edu/web/www/residency>**

### Instructions:

#### **Broome County:**

Fill out the form (all shaded areas), sign and date it, hand in to Fast Forward Instructor

#### **Other Counties (Tioga, Delaware, Chenango, etc.):**

- Fill out the form (all shaded areas) and student must sign the form in the presence of a Notary Public, who will also sign/ date WITH PROOF that he/she has been a resident of the state for ONE YEAR and in the county for SIX MONTHS prior to the start of the semester
  - Acceptable proof of residency: driver's license, bank statement, copy of student guardian's addressed income tax returns listing student as a dependent, etc.
- The county will send back an Affidavit of Residency, which must then be sent to SUNY Broome Student Accounts

#### **Out of State Students & Foreign Exchange Students:**

*This form is NOT required of students residing out of NYS, students in a foreign exchange program or are new residents to New York State and/or county.*





BCC Initial: \_\_\_\_\_

City Code: \_\_\_\_\_

COMPLETE ALL SHADED AREAS DIRECTIONS ON REVERSE THIS FORM REQUIRES YOUR PHYSICAL ADDRESS

DO NOT USE A POST OFFICE BOX NUMBER

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCY**

Pursuant to Sections 6301 and 6305 of the New York State Education Law

Social Security # \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_

STATE OF NEW YORK, COUNTY OF \_\_\_\_\_

(County where you physically reside)

I, \_\_\_\_\_ do hereby swear (or affirm) that I reside at \_\_\_\_\_, in the City/Village/Town of \_\_\_\_\_, County of \_\_\_\_\_, State of New York; that I now am and have for a period of one year prior to the date of this affidavit (or affirmation) been a resident of the State of New York; that I now am, or have been for a period of six months prior to the date of this affidavit (or affirmation) a resident of the County of \_\_\_\_\_

Students 25 years of age and older may omit parent information- enter the physical address do not use your Post Office Box

Parent's Address: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Street-do not use a PO Box) (City) (Zip)

(enter your physical address do not use your Post Office Box)

Student's Permanent Address: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Street- do not use a PO Box) (City) (Zip)

If less than one year at the above address, list your addresses (include dates of residence) for the PAST YEAR: Street- (do not use a PO Box) City Zip From: To:

Did you graduate from a New York State High School or receive a GED from New York State?  Yes  No If yes, please provide High School Name, Location and Dates Attended

Name: \_\_\_\_\_ City/Town \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Graduation or GED Date: \_\_\_\_\_

Citizenship:  United States Citizen  Other Visa Type \_\_\_\_\_ Resident Alien# \_\_\_\_\_

I further state that I plan to enroll in Broome Community College and that this affidavit (or affirmation) and application is made for the sole purpose of securing from the Chief Fiscal Office of the County of \_\_\_\_\_ a certificate of residence pursuant to the requirements of Article 126 of the Education Law (County- where you physically reside)

**IF YOU LIVE OUTSIDE OF BROOME COUNTY YOUR COUNTY MAY REQUIRE A NOTARIZED SIGNATURE**

Sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_\_.

(NOTARY SIGNATURE)

(NOTARY STAMP)

**YOUR SIGNATURE**

(SIGNATURE)

(DATE)

**FOR USE BY YOUR COUNTY'S CHIEF FISCAL OFFICER**

(SIGNATURE)

(DATE)

Education Law, Section 6305, provides: "The chief fiscal officer of each county, as defined in section 2.00 of the local finance law, shall, upon application and submission to him of satisfactory evidence, issue to any person desiring to enroll in a community college as a non-resident student, a certificate of residence showing that said person is a resident of said county. Such person shall, upon his registration for each college year, file with the college such a certificate of residence issued not earlier than two months prior thereto, and such certificate of residence shall be valid for a period of one year from the date of issuance". Education law, Section 6301, paragraph 4, defines: Resident: A person who has resided in the state for a period of at least one year and in the county, city, town, intermediate school district, school district or community college region, as the case may be, for a period of at least six months, both immediately preceding the date of such person's registration in a community college or, for the purposes of section sixty-three hundred five of this article, his or her application for a certificate of residence.



## INSTRUCTIONS FOR COMPLIANCE WITH THE CERTIFICATE OF RESIDENCY REQUIREMENT

Per New York State Education Law, all students enrolled at BCC who intend to benefit from tuition rates for New York State Residents **MUST SUBMIT** a Residency Affidavit **OR** a Certificate of Residency. Other documentation may demonstrate you are a resident but the Certificate of Residency is **the only document** that will permit you to benefit from in state tuition rates.

### DEPENDENT STUDENTS:

A student who is a dependent of a person who lives outside of New York State is a resident of the other state for Community College Tuition purposes regardless of where the student resides. Residents of another state are required to pay out of state rates (double the Resident Tuition Rate) **except in limited cases as noted under "OTHER" below.**

### BROOME COUNTY RESIDENTS:

If you have been a legal resident of New York State for the past year AND a resident of Broome County for the last six months, fill out the RESIDENCY AFFIDAVIT, sign it and submit it to the Student Accounts Office. **Residing in Broome County solely to attend school** (relocating from your parent's home or a prior address) **does not** constitute legal residency. Documentation may be requested for verification.

### OTHER NEW YORK STATE RESIDENTS:

**(Non-resident charges will apply if a residency certificate is not submitted).**

If you have been a legal resident of New York State for the past year and a resident of a county or counties other than Broome, follow these instructions:

1. Fill out the Residency Affidavit(s).
2. Have your signature(s) notarized.
3. Bring the Affidavit to your County Treasurer(s). DO NOT return the Affidavit(s) to BCC.
4. The Treasurer(s) will keep the Affidavit(s) and issue a Certificate of Residency to you.
5. Submit the certificate(s) to the Student Accounts Office.

### NON-NEW YORK STATE RESIDENTS:

Out of State Tuition Rates (double the tuition for NYS residents who submit a residency certificate) are charged to all students who have not been legal, permanent residents of New York State for the past year. This includes:

1. International Students holding an F1 Visa.
2. Temporary Residents (short term job assignments or living here while attending college for example).
3. Any person who is in the US on a Visa.

**OTHER:** You may be eligible for resident tuition regardless of your permanent domicile if, **within the last five years you: received a GED from New York State OR graduated from a New York State high school that you attended for at least 2 years.** Please note that a Certificate of Residence issued by your home county will still be required as explained above.

#### MAIL AFFIDAVIT OR CERTIFICATE TO:

Broome Community College  
Student Accounts Office  
PO Box 1017  
Binghamton NY 13902

#### FOR CLARIFICATION OR QUESTIONS PLEASE CONTACT:

Student Accounts Office  
Student Services Building Room 113  
607-778-5230

Contact information is listed below for counties where most students who are non-Broome County residents reside. If your county is not listed refer to your county's website or telephone directory for the Treasurer or Chief County Fiscal Officer.

#### CHENANGO COUNTY

County Treasurer  
County Office Building  
Norwich NY 13815  
607-337-1421

#### CORTLAND COUNTY

County Treasurer- County Office Bldg  
60 Central Ave  
Cortland NY 13045  
607-753-5070

#### DELAWARE COUNTY

County Treasurer  
Delhi NY 13753  
607-832-5070

#### MONROE COUNTY

Monroe County Real Property Tax Svc  
Rochester NY 14614  
585-753-1125

#### OTSEGO COUNTY

County Treasurer  
197 Main Street  
Cooperstown NY 13326  
607-547-4235

#### TIOGA COUNTY

County Treasurer  
56 Main St  
Owego NY 13827  
607-687-8670

#### TOMPKINS COUNTY

County Treasurer  
125 East Court St  
Ithaca NY 14850  
607-274-5545

Additional Information and forms are available at <https://www.sunybroome.edu/web/www/residency>