Teacher Appointment
Criteria H105 (American History to 1877)
H106 (American History since 1877)

Statement of Intent
This document is intended to be a planning resource for the prospective instructor and the IPFW Department Representative (“faculty liaison”) who mentors and supervises the IPFW Collegiate Connection Program. There may be one department representative as a liaison, different liaisons for different instructors, or the chair of the department can serve as the liaison as necessary.

The H105 and H106 are survey-level courses examining American history from the colonial period to the present.

By the end of H105, students should be able to describe and analyze the major historical events from the colonial period through the end of Reconstruction.

By the end of H106, students should be able to describe and analyze the major historical events from the Gilded Age through the 1980s. It is up to the instructor’s discretion whether or not to examine events from the 1990s forward.

Requirements
1. The choice of an appropriate college-level textbook to be used in the course is important. The IPFW Department of History, through its department representative (or the chair of the department as a default option), reserves the right of approval for the primary textbook to be used in this course.

2. The inclusion of primary source documents such as speeches, editorials, letters, photographs, political cartoons, and newspaper articles, is also essential. The Department of History expects the instructor to incorporate a documents reader in the class, and to explain and discuss what primary sources are and how critical they are to our understanding of history. The IPFW Department of History, through its department representative (or the chair of the department as a default option), reserves the right of approval for the documents reader to be used in this course.

3. Since H105 and H106 qualify for Area III of the General Education requirement, a significant writing component must be included in the course, such as historical essays or analyses of primary source documents.

4. Any dual-credit instructor who teaches this course must first be certified by the Department of History by meeting the qualifications as established by the department. An applicant, to be minimally qualified for a dual-credit position, should have at least a master’s degree in history or in another area with at least 18 graduate level hours completed in History. Other master's degrees in disciplines relevant to History H105 and H106 may be considered. Applicants lacking this minimal qualification may be considered on a case-by-case basis given their previous experience and other attributes of their background characteristics. The Department of History reserves the right to interview the applicant in person. When the Department does agree to consider an applicant who lacks the minimal qualification, it very likely will require a specific and individualized program of action created in order for him or her to be considered qualified to teach a dual-credit course. Such individualized programs will have to be developed depending upon courses taken, majors, teaching experience in AP history courses or other courses, and other factors. The requirements for such programs could include taking additional courses, either at IPFW or some other acceptable university. In other cases, the instructor may be involved in a directed course of study if appropriate or could serve as an acting graduate teaching assistant (in effect) for an existing course (such as H105 or H106 in the summer), preparing him or her to teach the H105 or H106 as a dual-credit course.
Other options would also be possible.

5. Applicants should submit a professional resume; official transcripts of undergraduate and graduate courses; a syllabus for the course containing information on the textbook, testing procedures, and grading criteria; letters of support or recommendation; and a statement of purpose that outlines the reasons why the applicant would like to teach a college-level course. The committee reserves the right to request additional teaching materials when evaluating candidates.

6. Twice during the course of any semester the departmental representative may visit the classroom to observe (and upon invitation to do so, participate in) the class session. These visits may be either announced or unannounced.

7. The department reserves the right to prepare an exam to be used to test the knowledge of students in the class to determine if the students have achieved a necessary level of knowledge. The department also reserves the right to accept other evidence of such knowledge, including the results on the AP exam.