December 15, 2014

To Whom It May Concern:

NACEP Accreditation Application
Standard A1
Standard A2
Standard A3
Standard C2

I, David Borgmeyer, PhD, the Director and faculty liaison for the Center for International Studies at Saint Louis University, affirm that 1818 ACC high school adjunct instructors delivering courses for the Center for International Studies meet the following NACEP standards:

A1, 1818 ACC “students are held to the same standards of achievement as those expected of students on campus.” As departmental liaison and program director, I assure compliance in several ways.

- I provide sample course syllabi to prospective high school liaisons for guidance in their syllabus preparation.
- I review prospective instructors’ syllabi thoroughly prior to approval as a high school adjunct instructor, making recommendations for adjustment as necessary.
- I collect and review veteran instructors’ syllabi annually.
- I inform high school adjuncts of any departmental curricular changes in a timely way.

In addition, I have taken the opportunity to advise several prospective adjunct instructors on the theoretical perspectives of International Studies, encouraging them to offer an 1818 ACC Program International Studies partnership in their respective schools.

While I provide sample course syllabi for new and veteran instructors offering International Studies courses, I do not require a common syllabus due to the diversity inherent in International Studies. Because this is a heavily interdisciplinary program on campus, and because the department encourages professors and instructors delivering International Studies courses to develop courses that play to their respective strengths and areas of academic training and expertise, every syllabus looks different, including my own syllabi from semester to semester. However, sample syllabi all indicate comparable levels of rigor, as indicated in attached samples.

A2, 1818 ACC “students are held to the same grading standards as those expected of students in on-campus sections.” International Studies is an interdisciplinary program, drawing on faculty from many departments throughout the College of Arts & Sciences, and taught by professors and instructors from many different departments. Because of these disciplinary differences, the Center for International Studies offers substantial latitude in the content and delivery method of courses. The department utilizes the College of Arts & Sciences’
A general grading guideline for determining students’ grades, allowing some flexibility in the types and weight of assignments. However, a common requirement for all instructors of 100 and 200 level International Studies courses is that students must write. The department requires use of a writing rubric to guide the instructor in determination of course grades. The rubric is attached.

A3, 1818 ACC “students are assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students on campus.” The department allows considerable latitude among both on-campus and high school instructors regarding the number and types of assessments used. Within that latitude, high school adjuncts are expected to assign papers and final exams that include written essays and to submit samples to the department as evidence of student assessment.

C2 Saint Louis University courses offered through 1818 ACC “reflect the pedagogical, theoretical, and philosophical orientation of the Center for International Studies at Saint Louis University.” I help assure that compliance in the following ways:

- A collegial relationship with each 1818 ACC high school adjunct instructor offering International Studies courses allows for mutual trust across disciplines.
- Summer New Instructor Orientation and Veteran Pre-Service training allow me the opportunity to communicate departmental goals to the high school adjunct instructors.
- Use of an International Studies listserv allows me to invite instructors to pertinent events on campus for both themselves and their students. The adjunct instructors and their students regularly utilize this information.
- Professional development opportunities include invitations to and registration fees paid for the joint meeting of the Central Slavic Conference and International Studies Association - Midwest. These opportunities assist in the professional support of each respective adjunct instructor, and provide the opportunity for the instructors to address current topics in International Studies. The Center for International Studies encourages high school adjuncts to attend annual professional development. The 1818 ACC Program requires that instructors attend professional development at least once every three years to remain an active instructor and to continue teaching in the 1818 ACC Program.
- Site visits allow me to evaluate college instruction occurring at the high school sites, and compare its rigor to on-campus sections.
- Site visits allow me to observe the teaching and learning environment at the high school sites, and compare them to the physical environment of campus, e.g. computer access, video capabilities, interactive opportunities, language labs, etc.
- Site visits allow me to discuss with high school adjuncts their frustrations with constraints placed on them inherent in their being in high school, and allow for our brainstorming solutions.
- Site visits alert me to situations that may need to be addressed with high school administrations. I bring these types of issues to the 1818 ACC Program Director, who advocates for needed support systems for high school adjunct instructors and 1818 ACC courses in schools.
- Telephone contact information is made available through the 1818 ACC Program office.
- Email contact information is publicly available on the 1818 ACC Program web site (1818.slu.edu).

Yours Sincerely,

David M. Borgmeyer, Ph.D.
Asst. Professor and Director
Center for International Studies