



August 16, 2023

Dear Brian Hogan,

On the recommendation of ALCI, I am pleased to offer you an appointment as a part-time instructor at Clark University for a one-semester term beginning on August 28th, 2023 and ending on December 11th, 2023 without further notice from the University. You will teach the following course(s) and perform duties as stated below:

CRN:	22762
Course Number:	MSCS3070
Title:	SURVEY OF SYSTEMS AND PROGRAMMING LANGUAGES
Unit:	1
Program:	Pathway
Location (campus/online/hybrid):	Campus
Meeting Times:	T 6:00 pm - 9:00 pm
Salary:	XXXXX

Duties include:

- Create, distribute, and review the course syllabus using the provided template and submits these to the ALCI assistant director on or before the first class of the semester.
- Utilizes a variety of instructional strategies especially those proven to engage and motivate English Language Learners, including cooperative and experiential learning.
- Evaluates student performance promptly and accurately based on departmental standards including giving feedback on progress towards achieving standards. Also maintains records of student attendance, involvement, and progress.
- Teaches assigned class material in accordance with learning objectives that are described on the syllabus template.
- Communicates with students outside of class to provide supplementary instruction when necessary.
- Communicates regularly with other faculty teaching in the Pathway Program and seeks ways to foster synergy within curriculum in order to promote mastery of learning outcomes and to bolster language acquisition.

Required Employment Documentation: If you are a new employee, or have been away from the University for a period of 12 months or more, the Department of Homeland Security's I-9 Employment Eligibility Verification form **must be completed and signed no later than your first day of employment** and requires you to present photo identification. You will also be required to produce your original social security card to validate your identity. The name that appears on your social security card is considered your legal name and will be used for all payroll purposes. Employment, if you are not a U.S. citizen, is contingent upon authorization to work in the United States. Please contact the Office of Human Resources (508-793-7294 or HR@clarku.edu) to make an appointment to complete your necessary paperwork.

Clark University Email: The University and students will contact you via your Clark email account (your username@clarku.edu) sending important information and correspondence. If you

wish to use an outside email address, you may set up an email forward on Clark's servers. To set up a forward, use the form at this link: <https://biscuits.clarku.edu/EmailForward/>. Please be aware that correspondence with the Registrar's Office regarding student grades must be sent directly from your Clark email account.

You agree to comply with Clark University's Appropriate Use policy <http://web.clarku.edu/policies/detailpolicy.cfm?pid=2> as well as the Confidentiality and Privacy policies. Please sign and return the confidentiality statement accompanying this letter.

Direct Deposit: As a condition of employment, Clark University requires all faculty, staff and students to receive their pay via direct deposit. The Office of Human Resources will forward electronically appropriate paperwork to establish direct deposit.

We will need formal acceptance of this appointment from you as soon as possible. Failure to return the signed contract within two weeks of receipt may result in the rescinding of the offer of employment. Signing and returning the original to Joanne Nash, (details below) will suffice. We can accept an emailed version of this signed contract preliminarily (return to ptfacultyEBUcontracts@clarku.edu) though we will need the hard copy on file before you begin teaching.

We look forward to your association with Clark University.
Sincerely,



Ercan Balci
Director of American Language and Cultural Institute (ALCI)

I hereby accept the above appointment and the terms and conditions related thereto.

Signature _____ Date _____ brian

hogan 08.18.23 Name (please print or type)

_____ brian hogan

RETURN TO:

Joanne Nash, School of Professional Studies ptfacultyebucontracts@clarku.edu

Clark University/Jonas Clark Hall, Room 111

950 Main St., Worcester, MA 01610-1477

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Dear Brian Hogan,
on December 11th, 2023 without further notice from the University. You will teach the following course(s) and perform duties as stated below:

CRN:	22761
Course Number:	MSCS3050
Title:	SOFTWARE ENGINEERING
Unit:	1
Program:	Pathway
Location (campus/online/hybrid):	ONLINE
Meeting Times:	M 6:00 pm - 9:00 pm
Salary:	xxxxx

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- Utilizes a variety of instructional strategies especially those proven to engage and motivate English Language Learners, including cooperative and experiential learning.
- Evaluates student performance promptly and accurately based on departmental standards including giving feedback on progress towards achieving standards. Also maintains records of student attendance, involvement, and progress.
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