

## EQUIVALENCY

The purpose of this procedure is to provide an overview of the Sequoias Community College District equivalency processes and protocols.

### Minimum Qualifications

Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

### Equivalency Committee

The Equivalency Committee is an Academic Senate standing committee established to fulfill the requirements of Education Code Section 87359, which states that the equivalency process “shall include reasonable procedures to ensure that the Board of Trustees relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications....”

Membership of the Equivalency Committee shall consist of the Vice President of the Academic Senate as chair and three to five full-time faculty members appointed by the Academic Senate.

The committee shall:

- Be available as a resource to screening and selection committees.
- Recommend all equivalency determinations to the board.
- Keep careful records of all equivalency determinations.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and governing board.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

### Definition of Equivalency

Equivalency means equal to the minimum qualification for a particular discipline as listed in the Minimum Qualifications for Faculty and Administrators in the California Community Colleges (the “Discipline List”).

### Formal Equivalency Process

The equivalency process is adjunct to the hiring process.

#### 1. Initiating Equivalency Process

As soon as the hiring committee has decided that they have a candidate who (a) they wish to interview, (b) does not meet minimum qualifications for the position, but (c) in their view possesses equivalent qualifications as specified above, then the hiring committee chair

shall immediately contact Human Resources to initiate a formal review by the Equivalency Committee.

## 2. Responsibilities

This section identifies the duties and responsibilities of all parties of equivalency requests.

### 2.1 Applicant

- Applicants are responsible for providing all required forms and documentation in support of their equivalency claim.
- It is the applicant's responsibility to make it clear to the equivalency committee how s/he has the equivalent education and/or experience/expertise.

### 2.2 Hiring Committee

- Hiring committees will decide whether candidates may apply for equivalency under eminence.
- Hiring committees may require more, but not less, than the minimum described in section 3.1 or 3.2 for equivalence.
- For a candidate claiming eminence, the three faculty who sign the document supporting the request must also provide a paragraph or more of written justification in support of the candidate's claim of eminence.
- Hiring committees will provide Human Resources with a complete set of paperwork in support of the requested equivalency.

### 2.3 Human Resources

- Human Resources will notify the Vice President of Academic Senate as soon as an equivalency request is received.
- Human Resources will provide the Vice President of Academic Senate with a complete set of all paperwork in support of the equivalency application.
- Human Resources will forward approved equivalencies to the Board of Trustees at the completion of the process.

### 2.4 Equivalency Committee

- The Vice President of Academic Senate will promptly convene the committee.
- The committee will make and record a determination on the Record Sheet and return all paperwork to Human Resources with a final recommendation to be forwarded (if approved) to the Board of Trustees.
- The Vice President of Academic Senate will keep a record of all determinations.

## 3. Evaluation of Equivalency for Faculty

In evaluating the qualifications of applicants, the Equivalency Committee reviews transcripts and other supporting documents to determine equivalency by meeting the following criteria:

### 3.1 Disciplines requiring a Master's degree

In disciplines normally requiring an M.A./M.S. one of the following must be satisfied:

- B.A./B.S. plus 36 semester units or more (to be determined by the level-one hiring committee) of graduate level coursework in the specific discipline from an accredited institution,

OR

- B.A./B.S. plus licensure in the discipline from an accredited institution or entity,

OR

- If a candidate is claiming eminence in the field or discipline, s/he must provide the committee with proof of such. Proof is defined as work experience and/or related accomplishments considered exemplary by noted/renowned experts in that field. These criteria are reflected in a questionnaire (pg. 11) that must be completed by all candidates requesting equivalency based on eminence. Eminence claims must include evidence of meeting the general education requirements of a Bachelor's degree.

### 3.2 Disciplines not requiring a Master's degree

In disciplines where the master's degree is not generally expected or available (see The Discipline's List), one of the following must be satisfied:

- Course work from an accredited institution/years of experience equivalent to either an AA/AS degree and six years experience, or a BA/BS degree and two years of experience,

OR

- If a candidate is claiming equivalency based on eminence, life, and/or work experience(s), s/he must provide the committee with proof of such. Proof is defined as conclusive, objective evidence. These criteria are reflected in the Equivalency for Career Technical Education Program Disciplines attachment (page 9). Eminence (and equivalency) claims must include evidence of meeting the general education requirements of an Associate's degree.

### 3.3 Other Considerations

- College of the Sequoias does not accept equivalency granted by another institution.
- Foreign degree equivalency will be determined by credentials evaluation service. A list of accepted services may be obtained from the office of Human Resources. The expense of this evaluation is the responsibility of the applicant.

## 4. Determination of Equivalency

The Equivalency Committee shall act expeditiously so as to accommodate the hiring process, and direct its decision to the Office of Human Resources. A determination that an applicant's qualifications are equivalent to the minimum qualifications for a discipline shall

not be construed as an indication that the applicant will be hired.

5. Special Circumstances

In case of an emergency or unforeseen special circumstance in which the full hiring process cannot be completed in a timely manner and the candidate is an equivalency claimant, the following shall apply:

- The hiring committee chair in consultation with the area dean will make an honest evaluation of the candidate's claim.
- If hiring committee chair and area dean feel the candidate meets the criteria for equivalency, they will immediately notify the Dean of Human Resources or his/her designee and begin the equivalency process.
- The Dean of Human Resources will immediately notify the Vice President of Academic Senate that an emergency equivalency situation exists. If the Vice President cannot be reached, the President of the Academic Senate will be notified, and if the president is unavailable, the chair of Committee A will be notified. The person receiving the equivalency request will then contact the equivalency committee and forward all relevant documentation via email and request a timely determination.
- All parties understand that in order to follow the requirements of the Education Code, assure the validity of student transcripts, and maintain state apportionment, the District can only hire applicants whose equivalency has been established through this procedure.

6. Reconsideration of Denied Equivalency Request

In cases where a hiring committee wishes the Equivalency Committee to reconsider a denied equivalency request, they may do so by contacting the Vice President of the Academic Senate and requesting a reconsideration meeting be convened with the Equivalency Committee. Protocols for a request for a reconsideration meeting are as follows:

- 6.1 A request for a reconsideration meeting must be supported with new documentation and/or evidence that the hiring committee believes, if considered, would result in a different decision by the Equivalency Committee. Any request for a reconsideration meeting that does not meet this threshold will not be accepted.
  - 6.1.a. New documentation may include, but is not limited to, transcripts and/or a published paper that were not included in the original equivalency request.
  - 6.1.b. New evidence may include, but is not limited to, verifiable irregularities in the equivalency process.
- 6.2 If a request for a reconsideration meeting is approved by the Vice President of Academic Senate, the reconsideration meeting will take place in a timely manner.
- 6.3 One representative of the hiring committee will be invited to present the new documentation and/or evidence to the Equivalency Committee at the

reconsideration meeting.

- 6.4 The hiring committee representative will be afforded no more than 30 minutes to present new documentation and/or evidence. At no time during the reconsideration meeting shall the hiring committee representative attempt to revisit documentation included in the original denied equivalency application.
- 6.5 After this meeting, the Equivalency Committee will meet in a closed session, not to exceed 60 minutes, to reconsider the equivalency request. All equivalency determinations from reconsideration meetings are final.

### Faculty Service Areas

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

1. When a faculty member wishes to apply for a new Faculty Service Area, but does not meet the minimum qualifications (see The Discipline's List), yet believes s/he meets equivalency, the Formal Equivalency Process shall apply except that the process shall begin when the faculty member submits a request to Human Resources together with the information indicated above. Representatives from the department will take on the responsibilities of the hiring committee as outlined above.

### Forms Attached:

- EQUIVALENCY DETERMINATION STEPS
- EQUIVALENCY DETERMINATION RECORD SHEET
- EQUIVALENCY DETERMINATION CHECKLIST
- EQUIVALENCY Guidelines FOR ACADEMIC PROGRAM disciplines
- EQUIVALENCY Guidelines FOR CAREER TECHNICAL EDUCATION PROGRAM disciplines

Reference: Educ. Code Sections [87001](#), [87003](#), [87743.2](#); [Title 5, Section 53400](#) et seq.

Adopted: January 11, 2016

Revised: November 13, 2019

# EQUIVALENCY QUESTIONNAIRE FOR FACULTY POSITIONS

Read all directions carefully and choose only the best option to claim equivalency based on your circumstances.

1. Equivalency based on coursework for disciplines requiring a Master's Degree, refer to page 7.
2. Equivalency based on eminence for disciplines requiring a Master's Degree, refer to page 8.
3. Equivalency based on coursework, life, and work experience for disciplines not requiring a Master's degree, refer to pages 9 – 11.
4. Equivalency based on eminence for disciplines not requiring a Master's degree, refer to page 12.

The following are included as required documents for all equivalency requests.

- Equivalency Determination Steps
- Equivalency Determination Checklist
- Equivalency Determination Record Sheet

# Equivalency for Disciplines Requiring a Master's Degree

Directions: Provide as much explanation and supportive documentation as possible in answering the following questions. Please do not simply answer “yes” or “no” without providing background information. Eminence is granted rarely (only to those who are truly qualified) and must be supported with documentation requested in the questionnaire. Your answers may be written on a separate document.

## 1. Equivalency based on coursework:

Specify the discipline in which you are seeking to teach and indicate that you are not seeking equivalency based on “eminence.” Then, specifically explain how your coursework meets the minimum qualifications for the discipline for which you are seeking equivalency. Please supply information from an accredited university program to compare with your coursework. (See pages 16 - 19 for a sample).

## 2. Equivalency based on eminence:

*Specify the discipline in which you are seeking to teach and indicate that you are seeking equivalency based on “eminence.” Then, provide the following:*

- A. Provide a letter from each of at least three (3) experts in your field who recognize you as “eminent”. None of the reference letters may be from the same three faculty members who signed the divisional support document and provided justification paragraphs for your application.
- B. Provide any evidence of teaching experience and training in your field.
- C. Provide any evidence of conference presentations in your field.
- D. Provide any evidence of publications, recordings, exhibitions, or performances in your field.
- E. Provide evidence of any awards received in your field.
- F. Provide evidence of any awarded honorary degrees in your field.
- G. Provide any evidence of service in relevant leadership positions in your field at the local, state or national level.
- H. Eminence claims must include evidence of meeting the general education requirements of a Bachelor's degree.

I. Please include any additional qualifications you feel you have exhibited in your field.



# Equivalency for Disciplines Not Requiring a Master's Degree

Sequoias Community College District supports the following basic principles for granting equivalency for Career Technical Education applicants:

- Equivalent to the minimum qualifications means equal to the minimum qualifications, not nearly equal.
- The applicant must provide objective, conclusive evidence of attaining coursework or experience equal to the general education component of, at least, an earned Associate Degree.
- The applicant must provide objective, conclusive evidence of attaining the specialized skills and knowledge provided by requisite experience and coursework for disciplines that do not require a master's degree.

The District is committed to the belief that faculty members must exemplify to their students the value of an education that is both, well-rounded and specialized. Therefore, the criteria for determining equivalency for Career Technical Education applicants, who do not meet the minimum qualifications per the Disciplines List, places the burden on applicants to prove s/he possesses: 1) Discipline-specific specialized skills and knowledge; and 2) General Education knowledge equivalent to the general education requirements of an Associate's degree from the Sequoias Community College District.

## 3. Equivalency based on coursework, life, and work experience

### 3.1 Specialized Skills and Knowledge Qualifications

Directions: Please provide objective, conclusive evidence that, through post-secondary coursework, life, and/or work experience, you have acquired the specialized skills and knowledge equivalent to the specialized skills and knowledge acquired from the discipline-specific Associate Degree program at the Sequoias Community College District. There are two methods for meeting this criteria.

#### 3.1.a. First Method:

The following list includes examples of objective, conclusive evidence of having acquired discipline-specific specialized skills and knowledge through your post-secondary education course work, life, and/or work experience:

- Post-secondary educational transcripts
- Publication of a technical manual in your specific industry.
- Documentation that certifies your standing as an expert in your specific industry.

- Documented work history of at least six years in your specific industry.

### 3.1.b Second Method:

Consider working with current Sequoias Community College District faculty, in the discipline you are seeking equivalency for (i.e, if you are applying for equivalency for Automotive Technology discipline, consult current Sequoias Community College District Automotive Technology faculty) obtaining degree information, including, but not limited to:

- Program Level outcomes
- Course Topics
- Student Learning Outcomes

Next, identify post-secondary coursework, life, and/or work experience you believe has allowed you to acquire the specialized skills and knowledge equivalent to those required in the discipline-specific degree program requires, based on the degree information.

Finally, collect objective, conclusive evidence of your post-secondary coursework, life, and/or work experience that you identified above, and include with your equivalency application.

### 3.2 General Education Qualifications

Directions: Please provide objective, conclusive evidence that, through post-secondary course work, life, and/or work experience, you have acquired the skills and knowledge that are equivalent to the skills and knowledge acquired from the general education requirements for an Associate Degree from the Sequoias Community College District. Those requirements are as follows:

- Competency in reading
- Competency in written expression at the college level of Freshman Composition
- Competency in mathematics at the level of Intermediate Algebra
- At least 18 units in general education in the areas of
  - Natural Sciences (Biology, Chemistry, Geology, etc.)
  - Social and Behavioral Sciences (Administrative Justice, Ethnic Studies, Economics, Political Science, Psychology, etc.)
  - Humanities (History, American Sign Language, Music Appreciation, etc.)
  - Oral Communication and Analytical Thinking (Philosophy, Communication, etc.)

To identify the specific skills and knowledge acquired from the general education requirements for an Associate Degree program at the Sequoias Community College District, consider using one of the following methods:

#### 3.2.a. Coursework Method:

- i. Begin with reviewing the College of the Sequoias General Education (G.E.) found here.

- ii. Next, identify post-secondary coursework, life, and/or work experiences that you believe allowed you to acquire the equivalent skills and knowledge that students will acquire from an Associate degree program from the Sequoias Community College District.
  - An example of work experience could be serving in a supervisory role, which required you to use superior oral and written communication “to organize, express, and absorb information” based on your audience and/or setting.
  - An example of life experience could be interacting with people from diverse backgrounds, in which you “demonstrated cultural awareness and appreciation of diversity.”
- iii. Finally, collect objective, conclusive evidence of your post-secondary coursework, life, and/or work experiences that you identified in step ii, and include with your equivalency application.

3.2.b. Institutional Learning Outcomes Method:

- i. Begin with reviewing the Sequoias Community College District Institutional Learning Outcomes (ILOs) found here.
- ii. Next, for each ILO identify post-secondary coursework, life, and/or work experiences that you believe allowed you to acquire the equivalent skills and knowledge that students will acquire from an Associate degree program from the Sequoias Community College District.
  - An example of work experience could be serving in a supervisory role, which required superior oral and written communication, in which applicant displayed the ability and skill to adjust “to a variety of audiences and purposes.”
  - An example of life experience could be evidence of interacting with people from diverse backgrounds, in which you demonstrated “respect for diverse practices of others.”
- iii. Finally, collect objective, conclusive evidence of post-secondary coursework, life, and/work experiences that you identified in step ii, and include with your equivalency application.

4. Equivalency based on eminence:

*Specify the discipline in which you are seeking to teach and indicate that you are seeking equivalency based on "eminence." Then, provide the following:*

- A. Include three letters of recommendation that indicate why you are considered an expert in your field. These individuals must not be the same three faculty who signed the COS Division support document with justification paragraphs.
- B. Provide evidence of any teaching experience in your vocational field.
- C. Provide evidence of any presentations of your vocational expertise on an industry level.
- D. Provide evidence of any publication of technical manuals in your vocational field.
- E. Provide any evidence of recognition by your vocational industry as an expert in your field.
- F. Provide any evidence of formal industry or technical school training or certification/license in your area of expertise.
- G. Provide any evidence of service in a supervisory position in your vocational field.
- H. Eminence (and equivalency) claims must include evidence of meeting the general education requirements of an Associate's degree (see 3.2 General Education Qualifications (pages 10 and 11)).
- I. Please include any additional qualifications you have exhibited in your field.

**EQUIVALENCY DETERMINATION STEPS  
FOR APPLICANTS REQUESTING EQUIVALENCY**

**Sequoias Community College District /Administrative Procedure/Board Policy 7211, Revised  
November 13, 2019**

**STEPS**

As you complete each step, check off your progress in the column on the right.

	Check When Complete
1. Applicant picks up all necessary forms from Human Resources Services Office, Sequoia Building, Room 5 and contacts the appropriate division chair.	
2. Applicant makes certain required evidence is included. (TRANSCRIPTS OR LICENSES OR RESPONSES TO EQUIVALENCY GUIDELINES OR CERTIFICATES OR WORKSHOP ATTENDANCE <b>AND</b> APPLICATION)	
3. Division acknowledges request for equivalency and agrees to forward to the Equivalency Committee for action.	
4. Division chair or designee identifies the Discipline requested for equivalency.	
5. Division chair and two other members of the division prepare written support of claim for eminence (if required).	
6. Division completes the EQUIVALENCY DETERMINATION CHECKLIST.	
7. Division completes the necessary portion of the EQUIVALENCY DETERMINATION RECORD SHEET and forwards to Office of Human Resources.	
8. Human Resource Services notifies the Vice President of Academic Senate of the need to hold an equivalency meeting.	
9. Human Resource Services forwards all required paperwork to the Vice President of Academic Senate.	
10. Equivalency Committee convenes to determine whether or not to grant equivalency.	
11. Equivalency Committee records their decision and signs the EQUIVALENCY DETERMINATION RECORD SHEET.	
12. EQUIVALENCY DETERMINATION RECORD SHEET is routed to the Office of Human Resources.	
13. If hard copies of confidential papers are provided to the Equivalency Committee, they are returned to Human Resource Services by the Vice President of Academic Senate (transcripts and application). Electronic copies should be deleted.	
14. Human Resource Services files the original of the EQUIVALENCY DETERMINATION RECORD SHEET in the individual's file, if hired. If equivalency is denied, the Record Sheet will be filed with the appropriate recruitment.	

NOTE: The required forms may be requested from Human Resource Services.  
FORMS: EQUIVALENCY DETERMINATION CHECKLIST

**EQUIVALENCY DETERMINATION CHECKLIST**  
**(Completed by Division/Department requesting Equivalency)**  
**Sequoias Community College District/Administrative Procedure/Board Policy 7211, Revised**  
**November 13, 2019**

Name of Applicant →	
Discipline Requested for Evaluation→	

*If candidates do not have the appropriate degree in the discipline for which they are applying, they must have at least one of the following qualifications.*

**DISCIPLINES REQUIRING A MASTER’S DEGREE**

Check One ↓	
	BA/BS plus 36 semester units of appropriate coursework from an accredited institution.
or	
	BA/BS plus licensure in the discipline from an accredited institution or entity.
or	
	<p><b>EMINENCE</b>            If a candidate is claiming eminence in the field or discipline, s/he must provide the Equivalency Committee with proof of such. Proof is defined as work experience and/or related accomplishments considered exemplary by noted/renowned experts in that field both in the regional area and on a state, or national/international level.* These criteria are reflected in equivalency based on eminence guidelines which must be addressed by all candidates requesting equivalency based on eminence.</p>

**DISCIPLINES NOT REQUIRING A MASTER’S DEGREE**

Check One ↓	
	Coursework from an accredited institution or its equivalent, so that course work, life, and/or work experience are at least equal to the general education, and specialized skills and knowledge acquired from an AA/AS degree or BA/BS degree (pages 9 – 11). Candidates seeking equivalency under this provision must also have the appropriate number of years of experience. (Six years AA/AS or 2 years BA/BS)

**EMINENCE**

If a candidate is claiming equivalency based on eminence, s/he must provide the equivalency committee with proof of such. Proof is defined as conclusive, objective evidence. Such evidence must objectively and conclusively prove how s/he meets and/or exceeds the Specialized Skills and Knowledge and General Education Criterion, as detailed in the Equivalency for Disciplines Not Requiring a Master's Degree section(pages 9 - 12)

**EQUIVALENCY DETERMINATION RECORD SHEET  
EQUIVALENCY COMMITTEE / ACADEMIC SENATE  
Sequoias Community College District/Administrative Procedure/Board Policy 7211,  
Revised November 13, 2019**

Name →	
Discipline →	
Applicant's Documentation/Evidence Attached →	Transcripts or Licenses or Response to Equivalency Guidelines or Certificates or Workshop Attendance <b>AND</b> Application
Written support of three faculty members in support of candidate's claim for eminence attached →	Paper of written justification

**SIGNATURES OF DIVISION FACULTY SUPPORTING EQUIVALENCY**

Division Faculty →		Date:
Division Faculty →		Date:
Division Faculty →		Date:

**ACADEMIC SENATE'S DETERMINATION**

The above applicant's request has been evaluated with a determination as follows:		
<input type="checkbox"/> Equivalency Granted	<input type="checkbox"/> Equivalency Denied	
Discipline →		
SIGNATURES:		DATE
V.P. Academic Senate or Designee →		
Equivalency Committee Member →		
Equivalency Committee Member →		
Equivalency Committee Member →		
Equivalency Committee Member →		
Equivalency Committee Member →		

Distribution by Senate Equivalency Committee	Route to . . .	Date
	Original Record Sheet only sent to Human Resource Services	
	Copy to Applicant	
	Copy of Record Sheet to Academic Senate Office with documentation	



# Sample Application Seeking Equivalency Based on Coursework for an academic discipline

July 25, 2015

COS Equivalency Committee  
College of the Sequoias  
915 S. Mooney Blvd.  
Visalia, CA 93277

To the Members of the Equivalency Committee,

This letter is to serve as an application to have the committee determine my eligibility to teach English 251 and English 1 courses at the College of the Sequoias. I have been hired by the Cutler-Orosi Joint Union School District to teach English at Orosi High School, and they would like me to teach these COS English classes on OHS campus during the school day. I have taught as an adjunct instructor at COS since 2008 in ESL, Linguistics and the CTE department collaborating with the content-area faculty in learning communities as English reading/writing support for CTE classes under the grant-funded CAA and C6 Programs.

I am seeking equivalency because my BA from CSU Fresno was a special major in the subject of Classical Studies, while my MA is in Linguistics. According to the minimum qualifications required to teach English, one must have a:

**“Master’s degree in English, literature, comparative literature, or composition OR bachelor’s degree in any of the above AND master’s degree in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism OR the equivalent.”**

I believe my BA to be equivalent to a degree in comparative literature, as my faculty advisor, Dr. Bruce Thornton, and I modeled my special major after a traditional Classics/Literature/Philology degree, which was not offered by the university at that time.

According to the San Diego State University website, Comparative Literature is “the study of literature from around the world, transcending the restrictions of national and linguistic boundaries. Traditionally, comparative study has been based on literary movements, periods, and lines of influence, as well as on genres, themes, myths, and legends. In recent years, however, comparative literature has come to include the comparison of literature with other areas of human experience.” (<http://literature.sdsu.edu/undergraduate/majors.html>)

I have reviewed several Comparative Literature degrees at other CSU campuses and have compared the coursework to mine. I have included an example degree program from San Francisco State University that shows close parallel to my own study. Within this program, the elements of the major include:

- Several introductory literature survey courses (Core)
- Courses in a Non-English literary tradition
- Reading competence in that language
- Specific authors and works which represent cultural traditions
- A focus on literature before 1800
- A second national/linguistic tradition
- Various other related electives

The following is text taken directly from a sample Bachelor of Arts in comparative literature from the SFSU website, my only addition is the highlighting of the above categories:

**Department of Comparative and World Literature {College of Liberal & Creative Arts}**

**San Francisco State University**

**<http://complit.sfsu.edu/content/sample-undergraduate-programs>**

**Sample Program II (Beatrice Goldsmith)**

**Core**

- CWL 400, Approaches to Comparative Literature
- CWL 425, Faulkner, García Márquez, and Morrison
- CWL 430, Heroic Tales of the Mediterranean
- CWL 437, Literature of the Holocaust

**Program Electives**

- \*\* ITAL 492, Italian Literature before 18th century
- ITAL 580, Great Figures in Italian Lit.: Svevo

*[2 courses above fulfill 2 courses in single non-English literary tradition; both indicate reading competence in Italian]*

- ## CWL 420, Foreign Writers in Italy
- \*\* CWL 425, Individual Authors: Dante

*[4 courses above constitute a focus on Italian literature and representations of Italian culture]*

*[\*\* denotes fulfilling requirement of 2 courses that focus on literature written before 1800]*

- ## ENG 583, Shakespeare

*[## denotes fulfilling requirement of 2 courses in second national/linguistic tradition: English (n.b., the "foreign writers" of CWL 420 were, in this case, all English or Anglo-American)]*

- CWL 230, Intro to World Literature

*[fulfills single course including a less commonly experienced literature]*

- CWL 416, Bible Ethics: Moral Story
- CWL 500, Poetry and Modern Experience
- ENG 603, Literature and the History of Ideas

The following is a list of the courses I have taken, which shows parallel areas of study to the sample above. All of the same elements of comparative literature study have been covered. Also included here are courses in history and philosophy which all include the study and analysis of literature as part of the course. In addition, I have added Linguistics courses which pertain directly to teaching English.

**Several introductory literature survey courses (Core)**

*General Literature & Humanities:*

- LATIN 132 Classical Myth
- ENGL 112 Ancient World Literature
- HUM 108 Humanities of Classical Athens

**Courses in a Non-English literary tradition, Reading competence in that language, Specific authors and works which represent cultural traditions, A focus on literature before 1800, A second national/linguistic tradition**

*Program Electives related to Specific Works of World Literature:*

- GREEK 131T Herodotus – (Historiography)
- GREEK 131T New Testament (Theology, Hagiography)
- GREEK 131T Euripides – (Greek Drama)
- GREEK 131T Homer (Greek Epic Poetry)
- LATIN 131T Virgil (Latin Epic Poetry)
- LATIN 131T Cicero (Rhetoric)
- LATIN 131T Caesar (Prose Narrative)
- LATIN 131T Composition

**Various other related electives**

*Literature-centric Courses and the required texts:*

- PHIL 101 Ancient Philosophy (Pre-Socratics, Plato, Aristotle)
- HIST 103 History of Early Christianity (Bible, Early Christian Writers, Contemporary Sources)
- HIST 110 Ancient Near East (Gilgamesh, Akkadian, Babylonian texts)
- HIST 111 Ancient Greece (Thucydides, Xenophon, Herodotus)
- HIST 112 Ancient Rome (Livy, Suetonius)
- HIST 114 Ancient Egypt (Book of the Dead, Mythology)

*Linguistics Courses Related to Teaching English:*

- LING 100 General Linguistics

- LING 134 Structure of English
- LING 237 Teaching Reading & Writing
- LING 143 Syntax (Language Structure)
- LING 139 Phonetics (Auditory & Acoustic Processing)
- LING 142 Phonology (Sound Patterns of Language)
- LING 115 Sociolinguistics (Language, Culture & Society)
- LING 145 Historical Linguistics (Language Trends & Change)

***Additional Foreign Language Competencies:***

- FREN 10 French 4 – High Intermediate French (Camus) (4 semesters)
- GERM 1B Elementary German (2 semesters)
- SPAN 4 Advanced Spanish (Audited only – At COS with L. Palos)

Thank you for your time and consideration in this matter. While I fully understand that my degree focuses on specific literary traditions (mostly Greek and Latin) rather than a traditional Comparative Literature degree, I firmly believe that I have demonstrated the equivalence of my education through the depth and breadth of my study of literature within other disciplines with the same focus on critical analysis and cultural and historical context. If there are any concerns or questions regarding this statement, please don't hesitate to contact me. I hope to receive your evaluation soon.

Sincerely,

██████████  
English/ESL/Linguistics Instructor  
██████████@gmail.com  
██████████