

Request for High School Course Articulation

In order to initiate a new articulation agreement or update an existing articulation agreement, and to determine alignment (equivalency) between the college course and the high school course, we need to collect the following information. Please be complete in your responses and attached backup documentation as necessary.

Is Articulation Request: New Course/Program? Renew with Course Revision?

Is your school a partner in our local Tech Prep Consortium? Yes No Not Sure

High School Name: _____ Date: _____

School District Name: _____

HS Course Name: _____

HS CIP Code # (if known): _____

Name of College: _____

Name of College Course (if known): _____

High School Teacher: _____

Email: _____ Phone: _____

High School Teacher: _____

Email: _____ Phone: _____

CTE Director's Name: _____

Email: _____ Phone: _____

Is this course articulated with other colleges? Which ones? _____

Please provide short answers to the following and attach supporting documentation, or submit your course SYLLABUS (if it contains all requested information).

High School Course Overview *(information may be included in the syllabus)*

- Course description and course goals
- Length of course (# of semesters or # of total instructional hours)
- Prerequisites required if any
- List of texts, workbooks & supplemental material, including software used (title, author, edition)
- Expectations of student involvement/assignments (i.e. job shadowing, internships or projects)

List of Specific Competencies *(information may be included in the syllabus)*

- Learning outcomes - competencies written as measurable outcomes (SWBAT)*
- Industry certifications covered (if applicable)

***Note:** *you can review the college course competencies list and indicate which competencies are taught in your class (highlight those that apply)*

Assessment Criteria (information may be included in the syllabus)

- Expectations for student performance
- Description of testing / how is student learning assessed?
- Specifications for culminating project or group project, if required part of course

College Tech Prep Notice to Students

If you are requesting an articulation update or renewal, *the high school syllabus MUST include a notice to students* indicating the course is Tech Prep approved and articulated with one or more colleges. The following statement is an *example*. Feel free to use or modify the statement below to include in your syllabus:

SAMPLE NOTICE:

College Tech Prep Program:

This course is *College Tech Prep* approved and articulated with (Name of college and program area). Student's who demonstrate proficiency of the college course competencies with a 'B' (3.0) or better grade, *may* earn college credit through the *College Tech Prep* registration process. The college competencies are attached to this syllabus. During the (semester/year) all competencies will be covered in class...some may require additional independent work by the student. To earn college credit students are required to pass a skill check/assessment with the high school instructor.

Students may earn credit for the following college courses:

(insert course number, course name and credit value)

BCT 111 Career Opportunities & Industrial Safety – 1 credit

BCT 112 Construction Materials & Applications – 2 credits

BCT 113 Hand Tool Use and Operations – 2 credits

Please note: an out of consortia agreement may incur a regional fee to establish an articulation or may require the instructor to attend in-service workshops on the college campus. Talk with the Tech Prep Director about possible fees prior to initiating an articulation request.

To submit your request:

Email this form, along with all required items and supporting documentation to:

Tanya Rettinger - Tech Prep Program Coordinator

Tanya.Rettinger@bellevuecollege.edu

If you have questions contact the Tech Prep Office:

College Credit and Careers Network

3000 Landerholm Circle SE

Bellevue, WA 98007

425-564-2774