

Western Nevada College



TECH PREP

**Articulation
Guideline
Handbook**

2010-2011

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Western Nevada College is a comprehensive college which serves more than 5,600 students each semester within an 18,000-square-mile service area. One of four community colleges within the Nevada System of Higher Education, it is accredited by the Northwest Commission on Colleges and Universities.

WNC reaches out to its urban and rural communities with campuses in Carson City, Fallon and Minden/Gardnerville as well as instructional centers in Fernley, Hawthorne, Lovelock, Smith Valley, and Yerington. Distance education courses, including interactive video and online classes, allow even those in remote locations access to higher education.

This handbook represents Western Nevada College and its Tech Prep Program. The vision for the Tech Prep Program and the service area high schools included in this cooperative mission compelled the college to offer this handbook as a guide. Tech Prep can make education more meaningful to students by showing them how skills they learn now will prepare them for future degree and career opportunities. This handbook offers information about WNC Tech Prep policies and procedures as they relate to articulation.

The WNC Tech Prep program would like to thank all its partners for their patience, perseverance, tenacity, insights, dedication, hard work, leadership, and most of all, for a spirit of cooperation. Anyone with questions about of the policies, procedures, and/or documents may contact us for further clarification. Keep up the great work!

Kevin Edwards

Tech Prep Coordinator

775-445-3241

edwar118@wnc.edu



Western Nevada College Tech Prep Consortium

The Western Nevada College Tech Prep Consortium works with 15 regional high schools, covering seven counties, to create seamless career and technical education programs that begin during the student's junior year of high school and continue through a bachelor of technology, associate degree or certificate. The degree or certificate students earn provides skills necessary for higher wage jobs.

The WNCTPC members meet three times per year to discuss issues and consider various means to resolve problems affecting the transfer of students and courses included in articulation agreements between member schools. Additionally, the consortium develops policies and procedures for how an articulation agreement will be created, reviewed, approved and maintained.

Please contact Kevin Edwards (775-445-3241) to be included in a future consortium meeting or to request the inclusion of an issue on the WNCTPC agenda.

Western Nevada College Tech Prep Web Site

Western Nevada College Tech Prep Program web site includes information for students, parents, teachers, counselors and administrators. Please visit the site to see how each articulated class leads into a program of study with the opportunity to earn a degree or certificate. Also, access current information about events and workshops hosted by WNC. Students will enjoy viewing WNC programs of study that fall under their specific career cluster. Everyone will benefit by reading the FAQ's link. Check it out!

<http://www.wnc.edu/academics/techprep/>



Perkins Act 2006

Articulation Definition (*see SEC.3. Definitions*)

“(4) ARTICULATION AGREEMENT. The term ‘articulation agreement’ means a written commitment –

(A) that is agreed upon at the State level or approved annually by the lead administrators of –

- (i) a secondary institution and a postsecondary educational institution; or
- (ii) a sub-baccalaureate degree granting postsecondary educational institution and a baccalaureate degree granting postsecondary educational institution; and

(B) to a program that is –

- (i) designed to provide students with a nonduplicative sequence of progressive achievement leading to a technical skill proficiency, a credential, a certificate, or a degree; and
- (ii) linked through credit transfer agreements between the 2 institutions described in clause (i)

Western Nevada College Policy

Articulation Agreements

The validation process for articulation agreements will be:

A. The high school instructor will complete high school request for articulation which includes:

1. Course outline
2. Course objectives/competencies/outcomes
3. Methods of instruction/strategies
 - a. Student evaluation process - procedures for measuring competencies and outcomes
 - b. Instructional materials

B. The WNC faculty member will compare competencies from the high school curriculum to the college course competencies. If the WNC faculty member determines that the competencies are equivalent, the articulation agreement will be signed.

C. Articulated courses must be reviewed and renewed or terminated every three years.

D. Articulation agreements will obtain the following signatures:

1. WNC faculty member from the program area articulated
2. High school teacher from the program area articulated
3. Tech Prep Coordinator
4. High school principal
5. Division Chair from the program area articulated
6. Vice President of Academic and Student Affairs or Dean of Instruction



HELPFUL HINTS: Things You Should Know About Developing Articulation Agreements

- Articulation agreements are “personality” driven; faculty (*college & high school*) will “drive” the articulation process providing their own unique look to the final outcome.
- All participants must follow the guidelines given for requesting an articulation agreement.
- Generally speaking, articulation agreements are developed between instructors not schools.
- When an articulated high school instructor leaves (*retires, no longer teaching course, etc.*) the agreement is dissolved until a replacement instructor agrees to teach to the articulation standards.
- Before meeting with WNC faculty, high school faculty should request to view the WNC course syllabus and standards to help develop an articulation template or checklist to guide the articulation discussion.
- Tech Prep directors do not develop articulation agreements. WNC Division Chairs can mediate the discussion and help instructors reach consensus about curriculum, competencies and assessment.
- College faculty determine which competency standards will be used for articulation purposes –industry certification (*CISCO, WABO, STARS, etc.*), industry standards, college determined course outcomes or some combination of all. Competencies must be stated in a measurable format.
- Good communication is absolutely essential: establish a strong communication network with both the high school and college partners.
- The best articulation agreements are developed in an environment of good faith. Good faith evolves from a partnership grounded in trust and strong communication. Most important is establishing a strong communication network between all partners.



GUIDELINES FOR HIGH SCHOOLS REQUESTING ARTICULATION

A request for articulation begins with the high school instructor

1. High school instructor completes a High School Request for Articulation form (page 7). All information must be complete and appropriate documents attached. All articulation-related forms are available in the handbook or can be requested from WNC Tech Prep Coordinator Kevin Edwards: 775-445-3241, edwar118@wnc.edu.
2. The Request for Articulation form, including attachments, is submitted to the high school's CTE director/principal. Ensure the CTE director is aware of the request and is supportive of the process.
3. A copy of the Request for Articulation form, including course syllabus/outline attachments, is submitted to the WNC Tech Prep Coordinator. The Tech Prep Coordinator will forward the request to WNC division chairs and faculty.
4. When an articulation agreement is reached, the approval process finalizes with internal WNC review and signatures.



High School Request for Course Articulation Form

The college partners need the following information to help determine whether or not a high school course aligns (*is equivalent*) to the college course articulation being requested. Please be complete in responses and attach all required documents.

Is Articulation Request: New Course Renew

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: _____

E-mail: _____ Phone: _____

High School Teacher: _____

E-mail: _____ Phone: _____

CTE Director's Name: _____

E-mail: _____ Phone: _____

Is this course articulated with other colleges? If so, which ones? _____



The following information is required when requesting an articulation be established.

Submit the following information to initiate a new articulation, or to modify/update an existing articulation. The following information will help us determine course content alignment between the high school and college. Submit your course SYLLABUS/OUTLINE that includes the information below and attach supporting documentation.

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 and 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 must 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*)

- WNC standard number of instructional contact hours (*1 WNC credit = 40 – 45 hrs, 3 WNC credits = 120 – 135 hrs*)
- Expectations for student performance
- Description of testing / how student learning is assessed
- Specifications for culminating project or group project, if required part of course

College Tech Prep Notice to Students (*must be included in syllabus when requesting articulation renewal*)

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 a sample notice. You can use/modify the statement below to include in your syllabus:

College Tech Prep Program:

This course is College Tech Prep approved and articulated with (*Name of College & Program Area*). Students 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:

Please submit this form in an electronic format or by mail. Attach all required items and supporting documentation:

Kevin Edwards, Tech Prep Coordinator: edwar118@wnc.edu

If you have questions about the form or required information, please contact the Tech Prep Office:

Kevin Edwards . . . 775-445-3241 • Western Nevada College, 2201 West College Parkway, Carson City, NV 89703



HIGH SCHOOL REQUEST FOR ARTICULATION – REVIEW PROCESS

FOR TECH PREP OFFICE USE ONLY

See attached Request for Articulation Form for all pertinent high school/course information

Date Articulation Request Received: _____

Primary Reviewer: _____ Date Received _____

Local Partner Articulation Request

Out of Consortia Articulation Request

Faculty Determination:

More Info Needed (schedule a meeting/phone call)

Approved

Not Approved

Comments/Rationale/Follow-up: _____



Tech Prep Articulation Agreement

Western Nevada College

Type the high school name _____

This Articulation Agreement has been enacted to facilitate the transfer of students who take course _____ at the secondary institution listed in this agreement to the course _____ at Western Nevada College. This agreement is the result of a collaboration involving the faculty of WNC and the faculty of the regional post-secondary institutions. This agreement will be subject to renewal or expire at the end of the academic year three years following the date of complete signature approval. All instructional representatives signing this agreement are responsible for implementing the provisions and procedures of this agreement as well as maintaining liaison between post-secondary institutions included within this provision and Western Nevada College.

This articulation agreement applies to the following courses:

WNC Code <i>(WELD 211)</i>	WNC Course Title <i>(Welding I)</i>	Instructor	WNC Credits	HS Course	Teacher	HS Credits	Date Signed	Expires

Signatures of Approval

High School Teacher Print Name Signature Date

High School Principal Print Name Signature Date

Discipline Instructor, Western Nevada College Print Name Signature Date

Tech Prep Coordinator, Western Nevada College Print Name Signature Date

Division Chair, Western Nevada College Print Name Signature Date



Articulation Document Control and Agreement Maintenance

- All paperwork associated with development of articulation agreements are kept on file as a reference to decisions made and agreements reached (*agendas, minutes, attendance rosters and discussion notes, etc.*).
- WNC Tech Prep office maintains all official records for program verification and audit (*original document versus copies*).
- WNC Tech Prep office will archive expired articulation agreements for seven years from the original signing date.
- WNC Tech Prep Coordinator is responsible for annual routine reviewing and three-year updating of articulation agreements.
- The Carl Perkins Grant mandates a one-year timeline for routine review and three-year timeline for renewal or withdrawal of articulated courses (*maximum three-year program articulation review/update cycle*).
- Signatures verify agreement with content of the articulation (*check and balance system*).
- WNC has a Tech Prep website that identifies all articulated courses, high school partners, and instructors approved to teach the course(s). This serves as easy reference and information sharing between high schools and college partners.
- Each year (second Friday in September), routine review will verify current WNC and high school course/teacher information.
- Outside of review and renewal, regular communication between the high school and college faculty will ensure program standards are maintained. This will be part of a professional development plan for all faculty involved in the articulation (*both high school and college*).

