

High School Request to Articulate Courses in a Program of Study

Wenatchee Valley College needs the following information to help determine whether or not your high school course aligns (is equivalent) to the college course being requested for articulation. Please be complete in your responses and attach all required documents.

- New Course
- Renewal without Revision
- Renewal with Revisions (mark all that apply):
 - New Teacher
 - Revised Curriculum

Is your school a partner in our local Tech Prep Consortium?

- Yes
- No

School District Information

School District: _____ High School Name: _____

Course Name: _____ CIP Code: _____

Teacher: _____ Phone: _____ Email: _____

Teacher: _____ Phone: _____ Email: _____

Teacher: _____ Phone: _____ Email: _____

CTE Director: _____

Community College Information

College Name: ***Wenatchee Valley College***

Course Name: _____ Course Number: _____

In order to validate the agreement, the following information is required by all WA State Community Colleges when requesting an articulation to be established.

Submit the following information to initiate a new articulation, to renew an expired articulation, or to modify/update an existing articulation. The following information will help us determine course content alignment between the high school and college. It is recommended that you submit your course SYLLABUS that includes the information below, or you can copy/paste the appropriate response from your framework, or simply provide short answers to the following and attach supporting documentation.

I. High School Course Overview – Please attach a current copy of the course syllabus, it is advised that the course syllabus include the following.

Course description and course goals:

Length of course:

Number of terms (semester, quarter, trimester):

Prerequisites required (if any):

High School Credits :

Instructional hours:

Curriculum (List of texts, workbooks & supplemental material, including software used):

Title 1:

Author 1:

Edition 1:

Title 2:

Author 2:

Edition 2:

Additional materials:

Expectations of student involvement/assignments (i.e. job shadowing, internships or projects, if applicable):

II. List of Specific Competencies - It is advised that the course syllabus include the following.

Learning outcomes - competencies written as measurable outcomes, i.e. *Students will be able to...* (SWBAT)

Note: you can [review the college course competencies](#) list & indicate which competencies are taught in your class (highlight those that apply).

Industry certifications covered (if applicable)

III. Assessment Criteria

Expectations for student performance

Description of testing / how is student learning assessed?

Specifications for culminating project or group project, if applicable.

IV. College Tech Prep Notice to Students - Must be included in syllabus when requesting articulation renewal.

Please check this box if you have included a statement in the attached syllabus.

If you are requesting an articulation update or renewal, the high school syllabus MUST include a notice to students indicating the course is approved for CTE Dual Credit 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:

Example:

This course is approved for CTE Dual Credit and articulated with Wenatchee Valley College in the _____ 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 CTE Dual Credit 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 course(s) at Wenatchee Valley College:

College Course Number _____ # credits _____

College Course Name _____

Note to Instructor: 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. Please talk with the Tech Prep Director about possible fees prior to initiating an articulation request.

Please submit this form in an electronic format. Attach all required items and return this request to:

ctedualcredit@wvc.edu

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

ctedualcredit@wvc.edu or by phone 509-682-6847