

TEACHER NOTE: if appropriate to your course structure, some students may choose to continue work on their college competencies during a third semester of your program and then complete the articulation process at the end of the school year.

Course Topics: list of topics to be covered during the course.

Textbook Used: provide the name of the textbook, author, publisher and edition year.

Course Competencies: syllabus should include a list of the specific course objectives or competencies that align the high school course with the college course (the *broad* course objectives, rather than the individual skills or tasks expected of students). Competencies would be those agreed to between high school and college instructors; students would need to achieve these competencies to earn articulated college credits. You may choose to refer students to the *College Tech Prep Competency Profile* attached to the high school syllabus or just list the college competencies within the body of your course syllabus. For example:

Upon course completion, students will be able to:

- Identify & demonstrate how to properly use television & field production equipment.
- Identify basic camera functions, elements and types.
- Demonstrate ability to properly use and operate the camera.

Course Requirements: can list assignments, projects, tests, etc. – as appropriate to the course.

Other Information: include other course information as required by your high school course syllabi standards.

Submission Requirements: High school and college faculty will meet to establish minimum acceptable core competencies and level of achievement necessary before articulation can be completed. Once agreement is reached high school and college instructors will sign the formal articulation agreement. Instructors agree to follow the agreement procedures and provisions for the awarding of credits.

- ◆ Articulated courses will be reviewed annually by the college and high school instructors regarding success/failure to meet articulation provisions. If necessary, the original agreement may be edited to meet new industry standards as they emerge.
- ◆ An updated syllabus will be submitted each spring quarter for the *College Tech Prep* courses that you intend to offer the next school year. Submit revised course syllabus to Tech Prep Director for review; director will then submit syllabus to the college Dean and appropriate program instructors. College program instructors will keep the syllabus on file as documentation of your course requirements for articulation purposes.
- ◆ Attached to the updated course syllabus, teachers must include a completed Teacher Course Verification Form confirming the HS classes to be taught and their college equivalents. Both the teacher and the CTE Director or school principal must sign the verification form.
- ◆ A list of approved programs/instructors will be mailed to each high school annually (copies to instructors, registrars, counselors and principals). You can also check the Whatcom Tech Prep Registration system for an updated list of articulated courses available at your school.

<http://whatcomtechprep.org>