

# TECH PREP ARTICULATION PROCESS

A key component of Tech Prep is **program articulation**, a planned process linking educational institutions and educational experiences to assist students in making a smooth transition from one level of education to another without experiencing delays or duplication in learning.

A **program articulation agreement** is a signed document that indicates the specific responsibilities of the secondary school, the postsecondary institution, and the student. The agreement also includes an outline of a recommended high school graduation plan and a two-year degree or certificate program plan. Together these are called a 6-year or Tech Prep plan.

Within articulated Tech Prep programs are **articulated courses** (high school courses that contain the same course content as an equivalent college course) for which a postsecondary institution has agreed to award college credit. The students must meet requirements outlined in the articulation agreement.

## Identification of Interested Parties

- Tech Prep office may initiate the process by contacting the ISD;
- ISD may contact the Tech Prep office to initiate the process;
- Tech Prep office identifies appropriate ISD contact and college liaison to initiate articulation agreements for identified Tech Prep programs and courses;
- Tech Prep office contacts appropriate SPC technical dean about interest in articulation;
- Technical dean contacts departmental chairperson about requested articulation; and,
- Department chairperson identifies the SPC faculty liaison for the course and contacts the Tech Prep office.

## Articulation

- Tech Prep office arranges ISD/SPC meetings to discuss curriculum and courses;
- Tech Prep office contacts appropriate dean to prepare articulation agreement;
- South Plains College representatives sign the agreement and forward it to the Tech Prep office;
- Tech Prep office sends the agreement and 6-year plan for each approved program to the ISD superintendent and principal to sign;
- Tech Prep office sends original, signed agreement to appropriate dean and a copy to the ISD to keep on file;
- Tech Prep office submits the program for state approval;
- Tech Prep office maintains a file of copies of articulation agreements; and,
- Articulation agreement is evaluated every year to determine status for continuation.

# HIGH SCHOOL RESPONSIBILITIES

## Administrators

- Designate an administrator liaison to communicate with South Plains Tech Prep and the college liaison; liaison will distribute information (mail or e-mail) received from Tech Prep and college to all individuals involved with Tech Prep and other interested school personnel.
- Verify instructor qualifications for articulated courses (refer to TEA *Teacher Certification Guidelines & SACS Guidelines*).
- Identify correct PEIMS codes for articulated course(s) (refer to TEA *Career & Technology Education Funding, Instruction & Guidelines*).
- Identify all Tech Prep students that are in a coherent sequence of Tech Prep courses as a “3” on PEIMS report.
- Distinguish between local Tech Prep credit, dual credit, AP credit and Advanced Technical Credit, ATC, (formerly Statewide-articulated credit.) (See page 25 for coding instructions.)
- Allow counselors and Tech Prep teachers to attend the annual cluster meeting.
- Create account on CATEMA. Monitor input of classes & grades to maintain up-to-date information.

## Counselors (Tech Prep Contacts)

- Indicate successful completion of the course on the student’s transcript by coding the course on the transcript with the letter “A” which stands for the Tech Prep Articulated Course (as designated by TEA)
- Provide career awareness and exploration.
- Provide career guidance and counseling.
- Provide parent education.
- Recruit students for Tech Prep programs. (See Student Overview, page 36.)
- Provide students with a written Tech Prep education plan.
- Refer to this manual for specific information.
- Attend the annual cluster meeting with college teachers and Tech Prep Staff. This cluster meeting is usually held in September. Check the Tech Prep website in the fall for dates.
- Create account on CATEMA. Monitor input of classes & grades to maintain up-to-date information. (See Instructions, page 28.)

## Tech Prep Teachers

- Make sure that all requirements for the articulated courses are being met -competencies, equipment, testing, etc.
- Explain to students the purposes of Tech Prep and the procedures for articulation at the beginning of the course.
- Explain to students their responsibilities for completing Tech Prep requirements.
- Require students to enroll for the Tech Prep credit via the CATEMA system at the beginning of the course.
- Verify student enrollment information with the Tech Prep office.

- Verify that Tech Prep classes are coded with an “A” on the student transcript.
- Verify via the CATEMA system with the Tech Prep office those students who successfully complete the course and should receive Tech Prep credit.
- Award Tech Prep credit to students who complete the course with an 80 or better.
- Attend the designated annual meeting with regional Tech Prep teachers, college teachers and Tech Prep Staff. This cluster meeting is usually held in September. Check the Tech Prep website in the fall for dates.
- Explain to the students that they are responsible for claiming their credit at the community college.

# **ARTICULATION AGREEMENT (sample)**

## **BETWEEN SOUTH PLAINS COLLEGE AND INDEPENDENT SCHOOL DISTRICT**

South Plains College and **(ISD)** agree to work cooperatively to facilitate the entry of **(ISD)** students into Tech Prep programs identified by the attached six-year plans. The attached plans and course descriptions identify those courses that will be accepted for articulated college credit by South Plains College, provided that the course content is agreed upon by both South Plains College and **(ISD)** and that the final grade is a “B” or better. College credit will be transcribed upon student completion of a minimum of 6 semester credit hours at South Plains College.

South Plains College has designated contact persons who will communicate with their counterpart at the high school regarding procedures and requirements, curriculum matters, course requirements, and academic advisement as needed to implement the programs. Written and telephone inquiries from students and staff will be welcome.

The Tech Prep office will schedule cluster meetings annually for **(ISD)** and SPC instructors to discuss matters related to this agreement. The objectives of these meetings will include the continued refinement of articulated courses identified in the six-year plan as well as updating of expected common course competencies/essential elements, textbooks, syllabi and lesson plans. **(ISD)** agrees to allow instructors, counselors, and principals to attend the cluster meetings. Copies of the articulation agreement and six year plans will be made available to the principals and counselors. **(ISD)** agrees to make its students and parents aware of the opportunities afforded by the proposed Tech Prep Programs. The Tech Prep Partnership agrees to provide necessary resources, professional development, and technical assistance to implement these Tech Prep programs.

South Plains College also agrees to notify **(ISD)** of any changes that influence the programs. This agreement begins for the 2009-2010 school year and will be evaluated annually to determine status for continuation. Articulation agreements will be reissued as needed based on evaluation and need but shall remain in effect unless either party responds to the Tech Prep office.

**Accepted for South Plains College by:**

**Accepted for (ISD)**

\_\_\_\_\_  
Darrell Grimes, Vice President

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Superintendent

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Rob Blair, Technical Dean

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Jill Berset, Tech Prep Director

State approved Tech Prep programs for **(ISD)**: Computer Information Systems, Child Development, Health Information Services, Accounting Associate, and Machinist Trades

# South Plains Tech Prep *partnering with* South Plains College

6-year Tech Prep plan

## BUSINESS (AAS and CERTIFICATE)-CIP: 52.0201

The following high school Tech Prep courses count as **college credit** for the South Plains College courses listed. Students enrolled in Tech Prep classes at high schools **with articulation agreements** in place may receive college credit **in the degree (or certificate) program** listed.

### High School Tech Prep Courses

NAME	PEIMS	ABB
BUS. COMP. INFO. SYS. I or	12011200	BEGBCIS1
BUS. COMP. INFO. SYS. II	12031300	ADVBCIS1
ACCOUNTING I	12022100	BEGACCT1
MARKETING DYNAMICS and	12441140	MKTDYN
MARKETING MANAGEMENT	12441241	MKTMGT
or		
PRINCIPALS OF MARKETING	12411921	PRINMKT
BUSINESS MANAGEMENT and	12022500	BUSMGMT
BUSINESS OWNERSHIP	12022600	BUSOWNSP
WORD PROCESSING APPL.	12022800	WDPROAP

example:	local CTE courses
keyboarding	
BIMM	
other CTE courses	

### South Plains College Courses

NAME	ABB	COLLEGE HOURS
INTRO TO COMPUTERS	ITSC 1401	4
INTRO TO ACCOUNTING I (elective)	ACNT 1303	3
BUSINESS ADMIN. & MANAGEMENT (elective)	BMGT 1168	1 practicum
and		
PRINCIPALS OF MARKETING (elective)	MRKG 1311	3
		3
PRINCIPALS OF MANAGEMENT (elective) or	BMGT 1303	3
SUPERVISION (elective)	BMGT 1301	3
WORD PROCESSING (elec) or	POFI 2401	4
DESKTOP PUBLISHING	POFI 2331	3

← The 4-year plan **can** include other CTE courses that logically fit into a student's coherent sequence of courses but **do not articulate** into college credit.

Students enrolling in this degree program at South Plains College, or any other participating community college, must fill out a form in the registrar's office requesting that their Tech Prep course(s) be added to their college transcript. Credit will be added to the transcript upon completion of 6 college hours. There is no fee for this at South Plains College.

Some high schools offer Advanced Technical Credit courses that articulate to participating community colleges. ATC courses may be taught in addition to (or as well as) the above tech prep courses. ATC high school teachers must have the ATC training Certificate on file at their high school before the PEIMS codes may be used for the ATC courses.

**Schools do not have to offer ATC courses in order to receive Tech Prep credit.**