

CAMDEN COUNTY COLLEGE TECH PREP CONSORTIUM



Standard Operating Procedures for the Development of Articulation Agreements

Consortium Members

Atlantic County Vo-Tech. School
 Audubon High School
Burlington Institute of Technology
*Camden County Vocational &
 Technical Schools*
Camden High School
Camden County College
Center for Arts & Technology (PA)
Cherry Hill High School East
Cherry Hill High School West
Collingswood High School
Creative and Performing Arts High School
Cumberland County Technical School
Eastern Regional High School
Gloucester City High School

*Gloucester County Institute of
 Technology*
Haddon Heights High School
Haddon Township High School
Hammonton High School
Highland Regional High School
Lindenwold High School
Overbrook/Pine Hill High School
Pennsauken High School
Salem County Vo-Tech. School
Sterling High School
Triton High School
Winslow Township High School
Woodrow Wilson High School

Camden County College
 Office of School/College Partnerships
 PO Box 200, College Drive
 Blackwood, NJ 08012
 (856) 227-7200, Ext. 4530

Contents

Introduction	TP-1
Articulation.....	TP-1
Procedures.....	TP-2
Process.....	TP-3
Attachments	
A. Curriculum Alignment Worksheet.....	TP-5
B. Student Application for Credit.....	TP-11
C. Articulation Contract.....	TP-13

INTRODUCTION

The Camden County Tech Prep Consortium is a partnership with the college and the 19 Camden County High Schools. It is a program of study for students enrolled in general education or vocational education programs and combines secondary and post-secondary programs which: 1) lead to an associates degree or certificate, 2) provides technical preparation in fields such as allied health, technical and business/marketing, 3) emphasizes student competence in mathematics, science, communications through applied academics, and 4) leads to employment or further education.

Through the Tech Prep program, students may acquire workplace knowledge and skills that are in demand by employers. Students completing a Tech Prep program are prepared to:

- Be successful in entry-level employment;
- Successfully participate in job-specific training offered by employers, and/or
- Continue their formal education.

There are many essential components to a successful tech prep program. One essential component of the Camden County tech Prep Program is the articulation agreement. The articulation agreement clearly defines the details of the partnership between the high school and Camden County College and enables students to earn college credit while in high school.

ARTICULATION

Articulation is a process of coordinating the linking of two or more education systems' programs and services to help students make a smooth transition from the secondary to the post-secondary level without experiencing delays, duplication of courses, or loss of credit.

Although there are several articulation models, the model in use by the Camden County Tech Prep Consortium is the time-shortened model. Under this model, students are granted college credit for courses and/or competencies mastered in high school where those competencies overlap or coincide with competencies incorporated in parallel career courses at Camden County College. A suggested format for curriculum review is in attachment A. Request for credit must be made using the "Credit by Articulation" form in attachment B.

NOTE

THIS PROGRAM DOES NOT REQUIRE A TUITION FEE

ARTICULATION AGREEMENT PROCEDURES

The following procedures were developed as a result of the efforts of the Camden County Consortium (advisory board and curriculum committees) and Camden County College faculty and staff. The purpose is to clarify the articulation process and thereby insure that tech prep students will receive advanced standing upon enrolling at Camden County College.

1. HIGH SCHOOL REQUEST

An articulation agreement may be initiated at any time by the high school and/or the college. The process begins with a letter of intent, by either party, to the Office of School/College Partnerships.

2. CURRICULUM ALIGNMENT

Upon receipt of the letter of intent, a meeting will be scheduled by the tech prep office with appropriate faculty from both institutions. At this meeting a review will be made of the textbook, tests, assignments, and projects which are a part of the curriculum for the particular course(s) and/or competencies being considered. A course alignment worksheet will be completed by both institutions and filed at the Office of School/College Partnerships and the high school (attachment A).

3. CREDIT BY ARTICULATION FORM

When the college faculty members and the teachers of the high school course come to an agreement a CREDIT BY ARTICULATION form is then completed (attachment B). This form indicates the high school courses and/or competencies that align with college courses including the number of credits to be granted. It will be kept on file in the college and high school. The CREDIT BY ARTICULATION form will serve as the:

- Subject area agreement;
- Official student credit request, and
- Be added to the ARTICULATION CONTRACT AGREEMENT.

4. ARTICULATION CONTRACT AGREEMENT

The ARTICULATION CONTRACT AGREEMENT is signed by the President of Camden County College and the appropriate Superintendent of Schools (attachment C).

5. CONTRACT FILE

The ARTICULATION CONTRACT AGREEMENT with supporting documentation are filed at College's Office of School/College Partnerships and the high school guidance office. The contract indicates all courses and/or competencies (by title) that have been articulated with the school district.

6. FACULTY/TECH PREP STAFF VISITS

During the course of the school year, the college faculty and tech prep staff will meet with the classroom teacher to monitor the progress of the course and to insure the integrity of the course.

7. CREDIT BY ARTICULATION REQUEST

At the conclusion of the school year, the CREDIT BY ARTICULATION request form is completed (one for each student) by the guidance office at the high school. The high school guidance office retains a file copy and submits the request to the College's Office of School/College Partnerships for departmental approval.

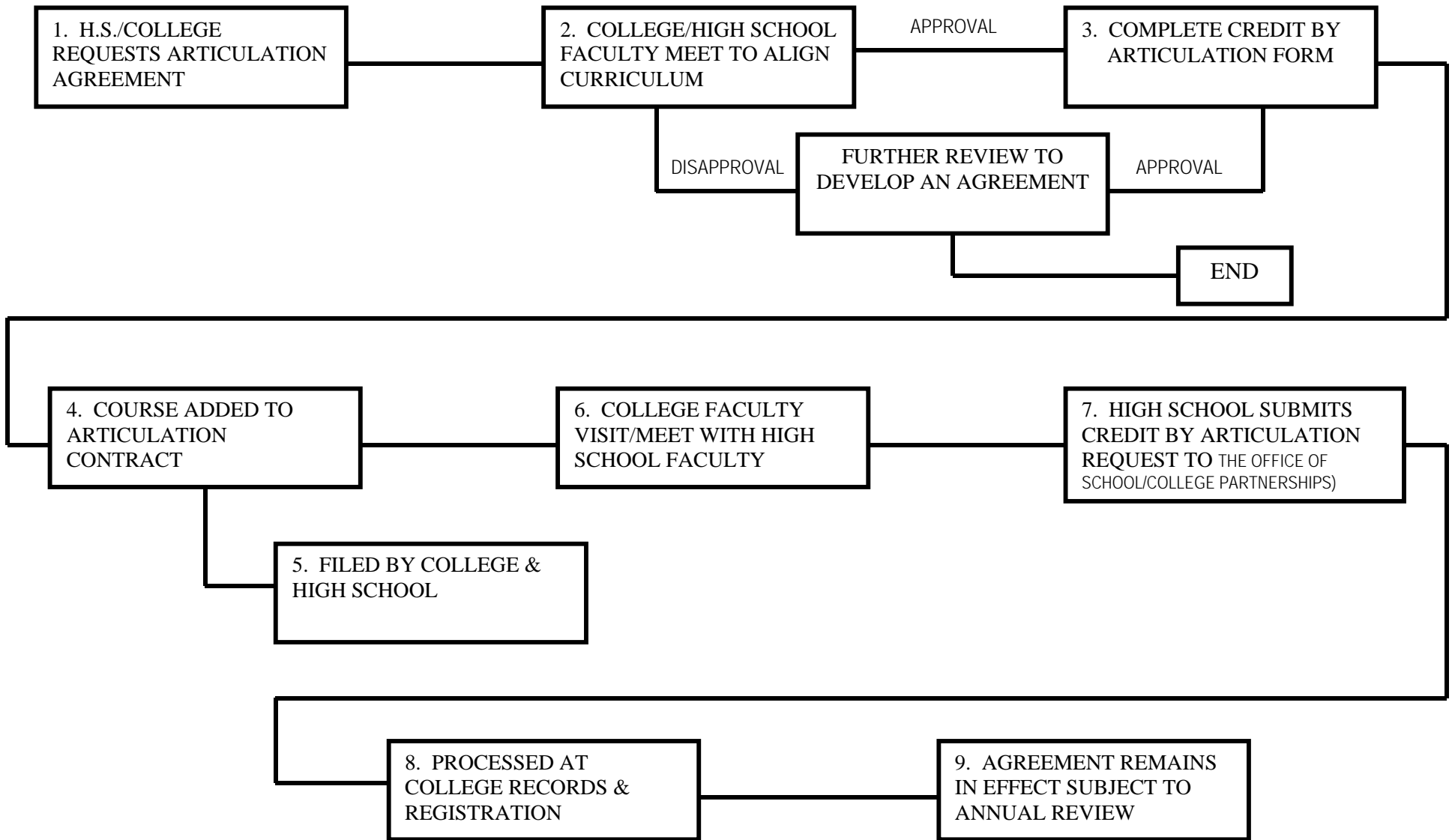
8. COLLEGE PROCESS

The CREDIT BY ARTICULATION request form is forwarded to the College's Department of Student Records & Registration (only if the student enrolls at the college) for processing.

9. AGREEMENT REVIEW

The Agreement will remain in effect until terminated by either institution and be subject to annual review, if necessary, by either institution.

CAMDEN COUNTY TECH PREP CONSORTIUM ARTICULATION AGREEMENT PROCESS



ATTACHMENT A

CURRICULUM ALIGNMENT WORKSHEET

(To be completed by college and high school faculty and filed with the Office of School/College Partnerships and the high school.)

CAMDEN COUNTY COLLEGE
Camden County Tech Prep Consortium

CURRICULUM ALIGNMENT WORKSHEET

Courses in academic and content subjects will be aligned with Camden County College introductory courses in the following areas:

A team from each department, with one member from the high school and one member from Camden County College, will review each other's curriculum and competency requirements. Course modifications will be proposed to the appropriate supervisory/administrative personnel. Formal changes will be incorporated into course descriptions, syllabi curricula and tests. Upon completion, an application for credit by articulation will be completed by the instructor. An articulation contract will then be signed by the President of the College and the Superintendent of the high school district.

COURSE OF STUDY: _____

CAMDEN COUNTY COLLEGE DEPARTMENTAL REPRESENTATIVE: _____

HIGH SCHOOL FACULTY MEMBER: _____

COURSE TO BE ALIGNED: _____

MEETING DATES: _____

SUBMITTED BY: _____ DATE: _____

<p><u>NOTE</u> In some curriculum alignment activities this form may not be applicable. However, at minimum, a copy of all correspondence and the revised curriculum should be filed with the Office of School Relations.</p>
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COURSE OBJECTIVES

1. After comparison of the course syllabus, materials, textbooks, etc., **SIMILARITIES** were found in the following objectives and/or content of both courses:

2. After comparison of the course syllabus, materials, textbooks, etc., **DISCREPANCIES** were found in the following objectives and/or content of both courses:

COURSE MATERIALS

3. After examination of the course materials (textbooks, workbooks, handouts, video, etc.) the following **SIMILARITIES** were found in these materials:

4. After examination of the course materials (textbooks, workbooks, handouts, videos, etc.) **DISCREPANCIES** were found in the content of these materials:

EVALUATION METHODS

5. After comparison of the evaluation instruments (tests, projects, quizzes, etc.) **SIMILARITIES** were found in the depth and breadth of the following objectives and/or content of both courses:

6. After comparison of the evaluation instruments (tests, projects, quizzes, etc.) **DISCREPANCIES** were found in the depth and breadth of the following objectives and/or content of both courses:

ALIGNMENT ADJUSTMENT

7. In order to bring the high school course in line with the College offering, the following ADJUSTMENTS would have to be made at the high school level”

To bring the high school course in line with the College offering, the adjustments will be made by _____ (date)

Approval from school district administration will be sought by _____ (name of school representative)

by _____ (date)

Signatures

High School Participant

Camden County College Participant

APPROVED

Date: _____

ATTACHMENT B

APPLICATION FOR CREDIT BY ARTICULATION

**(This form is completed for each student and sent to
the Office of School/College Partnerships)**

CAMDEN COUNTY COLLEGE
Office of School/College Partnerships

Tech Prep Program
Credit by Articulation Process

- STEP 1 -** Student must complete Camden County College Application for Admission.
- STEP 2 -** Student should complete top section of Application for Credit by Articulation; signature where designated. (Must be completed within 2 years of high school graduation.)
- STEP 3 -** Have High School Program Coordinator or Faculty complete section indicating course, year completed and grade; sign and date.
- STEP 4 -** Have High School Principal or Guidance Director sign and date the application.
- STEP 5 -** Return application to Camden County College Office of School/College Partnerships.
- STEP 6 -** College Tech Prep Coordinator will confirm equivalent course(s) and number of credits.
- STEP 7 -** Review by Academic Dean; sign & date.
- STEP 8 -** Credits awarded will be entered on student's college transcript* (no grade will be noted or calculation in GPA).

*by Office of Records and Registration

CAMDEN COUNTY COLLEGE

Office of School/College Partnerships & Off-Campus Programs
Application for Credit by Articulation

 Name of Tech Prep Program

 High School

Applicant's Name _____

Address _____

SS# _____ HS Graduation Date _____

Telephone# _____ Email _____

I request credit by articulation for approved courses listed below. I understand that to receive articulated credits, I must be admitted to Camden County College and matriculate in the program within two years after high school graduation.

Applicant's Signature (Student) *Date* _____

HIGH SCHOOL COURSES AND COLLEGE EQUIVALENCIES

High School Course(s)/Year Taken/Grade (Completed by High School Program Coordinator)	Camden County College Course(s)/# of Credits (Completed by CCC Tech Prep Coordinator)
1. _____ / _____ / _____	1. _____ / _____
2. _____ / _____ / _____	2. _____ / _____
3. _____ / _____ / _____	3. _____ / _____
4. _____ / _____ / _____	4. _____ / _____

Program Coordinator's Signature (High School) *Date* *Tech Prep Coordinator's Signature (CCC)* *Date*

Principal's Signature (High School) *Date* *Dean's Signature (CCC)* *Date*

White-CCC –Office of School/College Partnerships
 Canary-CCC Dean's Office
 Pink--High School Guidance Department
 Goldenrod – Student

Records & Registration Signature *Date Entered*

Return Form to: Camden County College
 Office of School/College Partnerships & Office Campus Programs
 P.O. Box 200
 Blackwood, NJ 08012

ATTACHMENT C

ARTICULATION CONTRACT

(The contract is signed by the High School Superintendent and the College President. The contract indicates all approved programs.)

**2002-2003
ARTICULATION Contract
BETWEEN
CAMDEN COUNTY COLLEGE
AND**

Participating High School

I. Concept

Students pursuing specialized skills at the secondary school level may achieve college level competency in a variety of skill areas. One of the major objectives of this agreement is to improve curriculum articulation between the high school and Camden County College by granting college credit to students for competencies mastered at the high school level when those competencies are the same as those required in specific college courses.

II. Purpose of the Articulation Agreement

- A. To provide the opportunity to obtain college credit for competencies mastered at the high school level when those competencies are the same as those required in specific college courses.
- B. To expand high school students' knowledge of educational and career opportunities available in the occupational area endorsed by this agreement.
- C. To provide a shorter time base for completion of the college degree or certificate for which this agreement is endorsed, or the opportunity to include, in the college program, advanced level courses.

III. Overall Guidelines

- A. Credit granted for specific courses for competencies mastered at the high school level will be awarded only to students who have applied for admission to Camden County College within two years after graduation, and have been matriculated into the Camden County College curriculum degree or certificate program covered by this agreement. Students who delay college enrollment beyond two years may be required by the college program director to submit to a practical examination before going on to the next level of the course for which credit has been given.
- B. Not more than 12 credits obtained through articulation can be awarded to a student in a given associate degree or certificate program. Only those credits pertaining to the curriculum in which the student has matriculated will be placed on the transcript.

- C. Camden County College will evaluate the student's high school records and award advanced standing credit(s) when the student is admitted to the curriculum program covered by this agreements.
- D. Credit awarded will be entered on the transcript as credit by exam in the credits for graduation column and will not be included in the student's quality point average.
- E. An "Application for Credit by Articulation" form must be certified by the high school and the college program coordinators/designees. Certification of the articulation form assures the college that the student meets all of the competencies outlined for the articulated college courses.
- F. Designated representatives from each institution will meet prior to the end of each academic year to review and amend, as necessary, the objectives, the competency list, the evaluation system, and other instruments used to establish levels of competency.
- G. The completed "Application for Credit by Articulation" form must be placed into the student's permanent record file at the high school, and made a part of his/her permanent record.
- H. The credits will be entered on the college transcript in the same manner as credits obtained through an external standardized exam, such as the College Level Examination (CLEP). Accordingly, the transcript will list the course and semester hour credits, but in place of the grade there will be a notation, "Credit by Articulation."
- I. This agreement will be renewed on an annual basis by the President of Camden County College and the local Superintendent of Schools.

Articulated Curricula: _____

President, Camden County College *Date*

Superintendent of Schools *Date*