

High School Request for Articulation Checklist

High School: _____ Date of Submission: _____

HS Course Name: _____

New Articulation Request? Name of College Course Articulation: _____

Add to Existing Articulation? Name of College Course Articulation: _____

High School Faculty: _____

Email: _____ Phone: _____

High School Faculty: _____

Email: _____ Phone: _____

Prior to submitting your request, check the Statewide Enrollment and Reporting System website for information about currently available articulated programs: <http://sers.techprepwa.org> Submit the following items for initiating a new articulation, or inclusion in an existing articulation:

- Detailed Course Syllabus to include:
 - Course description
 - Where course fits within the program of study
 - Prerequisites required if any
 - Books and software used
 - Expectations of student involvement (i.e. job shadowing, internships or projects)
 - Length of course (semester/hours)
- Instructional Philosophy
 - How class will be taught
 - Course standards
 - Expectations for student performance
- List of Specific Competencies
 - Competencies written as measurable outcomes
 - Industry skill standards covered
 - Industry certifications covered (if applicable)
- Assessment Criteria
 - Specifications for culminating project or group project, if required
 - Description of testing / how students will be evaluated
- Student workbooks and supplemental material required for the course *(list titles, authors/have available for review)*

Please attach all the required items and return this request to: Whatcom Tech Prep Consortium
ATTN: Tech Prep Director
3028 Lindbergh Ave
Bellingham, WA 98225
360-752-8409 techprep@btc.edu

For Consortium Use

Date received: _____ Date evaluated: _____ Evaluator: _____

Next steps: _____