

## 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 Tech Prep website for information about currently available articulated programs: [www.whatcomtechprep.org](http://www.whatcomtechprep.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: Lin Nelson, Director  
3028 Lindbergh Ave  
Bellingham, WA 98225  
360-752-8458 [lnelson@btc.ctc.edu](mailto:lnelson@btc.ctc.edu)

*For Consortium Use*

Date received: \_\_\_\_\_ Date evaluated: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Next steps: \_\_\_\_\_