

High School Request for Articulation Checklist

High School: _____ Date of Submission: _____

HS Course Name: _____ CIP Code # _____

New Articulation Request? Name of College Course: _____

Add to Existing Articulation? Name of College Course: _____

High School Faculty: _____

Email: _____ Phone: _____

High School Faculty: _____

Email: _____ Phone: _____

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
 - Learning outcomes - 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)*
- Is this course articulated with other colleges? Which ones: _____

Note to Instructor: *an out of consortia agreement may incur a regional fee to establish an articulation or may require the instructor to attend inservice workshops on the college campus.*

Attach all required items and return this request to: Linda Cowan -- Tech Prep Director
3028 Lindbergh Avenue
Bellingham, WA 98225
360-752-8458 or lcowan@btc.ctc.edu

For Consortium Use

Date received: _____ Date evaluated: _____ Evaluator: _____

Next steps: _____