



# Concurrent Enrollment CTE Articulation Request Packet

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## Submit Dates and Deadlines

<u>2020-2021</u> Preferred: February 28, 2020 Final day to submit: April 15, 2020	<u>2021-2022</u> Preferred: February 26, 2021 Final day to submit: April 15, 2021
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The following documentation is needed to determine alignment with college courses. Submitting an incomplete packet will result in the request being denied until all required documentation is received.

### Required Documentation

- **New Articulation**

- School District Request for CTE Articulation
- High School Instructor Information Form
- High School Course Verification Form
- Course Syllabus (see template)
- CTE Education Certificate (copies from district)
- Standards and Competencies (see provided example)\*

\*CCS Course Catalog and Student Learning Outcomes [CCS Course Catalog](#)

**Submit Articulation Packet to the campus where course will be articulated.**

<b>Spokane Community College</b>	<b>Spokane Falls Community College</b>
1810 Green St, MS 2151	3410 W Fort George Wright Dr, MS 3011
Spokane WA 99217-5399	Spokane WA 99224
scc.cte@scc.spokane.edu	cte@sfcc.spokane.edu
509-533-8062	509-533-3134



**Community Colleges  
of Spokane**

# SCHOOL DISTRICT REQUEST FOR CTE ARTICULATION

Completed EVERY ARTICULATION YEAR by CTE Director

Campus     SCC    SFCC

Status     New    Renew with revision    Renew with no change

Articulated with another college – please list \_\_\_\_\_

College Program / Course Name and Number (if known) _____
School District _____
High School CIP Code _____

High School \_\_\_\_\_

High School Teacher \_\_\_\_\_

High School Course Name \_\_\_\_\_

High School \_\_\_\_\_

High School Teacher \_\_\_\_\_

High School Course Name \_\_\_\_\_

High School \_\_\_\_\_

High School Teacher \_\_\_\_\_

High School Course Name \_\_\_\_\_

High School \_\_\_\_\_

High School Teacher \_\_\_\_\_

High School Course Name \_\_\_\_\_

High School \_\_\_\_\_

High School Teacher \_\_\_\_\_

High School Course Name \_\_\_\_\_

CTE Director Signature \_\_\_\_\_ Date \_\_\_\_\_



# HIGH SCHOOL INSTRUCTOR INFORMATION SHEET

Completed EVERY articulation year by High School Instructor

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Name \_\_\_\_\_

School \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_

Email address \_\_\_\_\_

Phone number \_\_\_\_\_ Cell Phone number \_\_\_\_\_

CCS courses interested in teaching \_\_\_\_\_

Academic Year for course \_\_\_\_\_ Frequency of Course \_\_\_\_\_

Course offered to  9<sup>th</sup>  10<sup>th</sup>  11<sup>th</sup>  12<sup>th</sup>  Mixed grade level class

Other \_\_\_\_\_

Prior CCS Dual Credit (AP, IB, etc) or other college level course(s) taught

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Tell us a little about yourself – clubs, organizations, industry partnerships, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# HIGH SCHOOL COURSE VERIFICATION

To be completed EVERY SCHOOL YEAR by High School Instructor

To be completed EVERY SCHOOL YEAR  
by High School instructor teaching Dual Credit eligible classes

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

High School: \_\_\_\_\_ District: \_\_\_\_\_

High School Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact Information: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

List high school classes or sequence of classes.

College Course Name & Course Number	HS Class Name	Course Length
		<input type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2 <input type="checkbox"/> Yearlong
		<input type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2 <input type="checkbox"/> Yearlong
		<input type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2 <input type="checkbox"/> Yearlong
		<input type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2 <input type="checkbox"/> Yearlong
		<input type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2 <input type="checkbox"/> Yearlong
		<input type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2 <input type="checkbox"/> Yearlong

## UNDERSTANDING AND RESPONSIBILITIES

By signing this form, I understand that I am responsible for the following:



- Teaching 100% of competencies outlined in the articulation agreements with CCS
- Informing students of the Dual Credit opportunity (see statement that must be included in syllabus)
- Schedule a day for CCS to come out and assist with course registration (SERS, etc.)
- Submitting grades into the online registration system or other required process

## REQUIRED SIGNATURES

<b>Career and Technical Education (CTE)</b>		
CTE Instructor Print	Signature	Date
CTE Director Print	Signature	Date
<b>College in the High School (CHS)</b>		
High School Teacher Print	Signature	Date
Principal Print	Signature	Date

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# **SYLLABUS TEMPLATE**

**Course syllabus must be submitted EVERY SCHOOL YEAR by High School Instructor**

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## **Course Name & Number**

Instructor: \_\_\_\_\_ Email: \_\_\_\_\_

Room Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Semester: \_\_\_\_\_ Office Hours: \_\_\_\_\_

## **Course Description**

[Include: Length of course, instructional hours, and general course overview]

## **Course Learning Outcomes**

[These must align with the SCC/SFCC course identified in the articulation request]

## **Methods of Instruction**

[Include: Method of course delivery, such as lecture, online content, independent reading assignments, research projects, etc.]

## **Textbook/Course Materials**

[Include any required materials students need to complete the course, such as workbooks, supplemental materials, software, etc.]

## **College CTE Dual Credit Program**

This course is CTE Dual Credit approved and articulated with CCS. Students who demonstrate proficiency of the college course competencies by receiving the appropriate grade for EACH semester enrolled in the articulated high school class, may earn college credit through the College CTE Dual Credit program. Only students who meet deadlines and eligibility requirements will be awarded college credit. Participation in the CTE Dual Credit program is voluntary. High school students registered in the Student Enrollment Reporting System (SERS) for CTE Dual Credit will follow CCS student policies for transcription of credit as the high school grading system may not exactly align with the College's. Credit and/or grades will not be removed once they have been transcribed.

Students may earn credit for the following college courses: (Course Prefix and Number) (Course Name) – (Number of Credits) (Course Prefix and Number) (Course Name) – (Number of Credits)

## **Competencies and Skills**

[Include any competencies and skills students should master by the end of the course. These may already be outlined in the course learning outcomes, but if not, they should be listed here.]

## **Course Prerequisites** *(Only include if applicable)*

[Include any prerequisites associated with SCC/SFCC courses. Students must meet college prerequisites to qualify for enrollment in a CTE Dual Credit course. If you are unsure of prerequisites, please contact the appropriate college for information]

## **Grading**

[Include: Course grading scale with percentages and GPA]

## **Assessment**

[Include: Any required assessment tools students complete in the course, such as quizzes, exams, certifications, projects, internships, etc.]

## **Important Course Policies**

[Include information about your course, such as attendance policies, participation, written formatting requirements, special accommodations, plagiarism, and other general classroom expectations]

## **Course Outline**

[Include: Instructional topics with any associated assignments and due dates students need to know in advance]

## EXAMPLE - Course Standards and Competencies: Child Development & Early Childhood

HS Course Title	College Course Title	Credits	Course Length (Yearlong or Semester)
Child Development 1 (90 hours) (Childcare Basics 30 hours)	ECED& 100 Child Care Basics	3	Semester 1
Child Development 2 (90 hrs)	ECED& 132 Infants and Toddlers	3	Semester 2
	ECED& 120 Practicum – Nurturing Relationships (22)	2	
Early Childhood Education 1 & 2 (90 hrs)	ECED 191 Practicum: Observation and Assessment (66)	3	Yearlong
	ECED& 170 Learning Environments for Young Children	2	
	ECED& 190 Observation and Assessment	3	

Note: ECED& 100 Child Care Basics is articulated according to student attainment of MERIT competencies, attainment of DEL certification and “C” or better

SPS framework and practices are based on the National Standards for Family and Consumer Sciences Education and the Washington State Standards and Competencies for Early Care and Education Professionals

# EXAMPLE - Course Standards and Competencies: Child Development & Early Childhood

*This example includes only page 1 of 6. It is not a complete document.*

<p align="center"><b>High School Standards/Outcomes</b> <b>Child Development 1 &amp; 2</b></p>	<p align="center"><b>College Standards/Outcomes</b> <b>ECED&amp; 132 Infants and Toddlers</b> <b>ECED&amp; 120 Nurturing Relationships</b> <b>ECED&amp; 190 Observation and Assessments</b></p>
<p>CD 1; Part 1</p> <p><u>Competencies</u></p> <p>4.1.1 Explain the roles and functions of individuals engaged in early childhood, education, and services.</p> <p>4.2.3 Analyze cultural and environmental influences when assessing children’s development.</p> <p>4.2.4 Analyze abilities and needs of children and their effects on children’s growth and development.</p> <p>4.3.2 Implement learning activities in all curriculum areas that meet the development needs of children.</p> <p>4.3.3 Implement an integrated curriculum that incorporates a child’s language, learning styles, early experiences, and cultural values.</p> <p>4.3.4 Demonstrate a variety of teaching methods to meet individual needs of children.</p> <p>4.3.5 Arrange learning centers that provide for children’s exploration, discovery, and development.</p> <p>4.3.6 Establish activities, routines, and transitions.</p> <p>4.4.1 Manage physical space to maintain a learning environment.</p> <p>4.4.2 Apply safe and healthy practices that comply with state regulations.</p> <p>4.4.3 Implement strategies to teach children health, safety, and sanitation habits.</p> <p>4.4.4 Plan safe and healthy meals and snacks.</p> <p>4.4.5 Document symptoms of child abuse and neglect and use appropriate procedures to report suspected abuse or neglect to the designated authorities.</p> <p>4.4.6 Implement basic health practices and prevention procedures for works and children regarding childhood illness and communicable diseases.</p> <p>4.4.7 Demonstrate security and emergency procedures.</p> <p>4.5.1 Apply developmentally appropriate guidelines for behavior.</p> <p>4.5.2 Demonstrate problem-solving skills with children</p> <p>4.5.3 Demonstrate interpersonal skills that promote positive and productive relationships with children.</p> <p>4.5.4 Implement strategies for constructive and supportive interaction between children and families.</p> <p>4.5.5 Analyze children’s developmental progress and summarize development issues and concerns.</p> <p>4.6.2 Apply professional ethical standards an accepted by the recognized professional organizations.</p> <p>4.6.3 Implement federal, state, and local standards, policies, regulations, and laws that affect children, families, and programs.</p>	<p><b>ECED&amp; 120</b></p> <ol style="list-style-type: none"> <li><b>Demonstrate appropriate practices that ensure and maintain the health, safety, and nutrition of children.</b> <i>Met by: 12.3.1; 12.1.1; 4.4.1; 4.4.2; 4.4.3; 4.4.5; 4.4.6; 4.4.7</i></li> <li><b>Establish supportive relationships with children; guide them as individuals and as part of a group.</b> <i>Met by: 4.3.1; 4.3.2; 4.3.3; 4.3.4; 4.3.5; 4.3.6</i></li> <li><b>Serve children and families in a professional manner.</b> <i>Met by: 4.5.1; 4.5.2; 4.5.3; 4.5.4; 4.5.5</i></li> <li><b>Demonstrates cultural competence and responsiveness within and across cultures; creating an inclusive, welcoming, and respectful environment where all children, youth, and families can take pride in their cultural identities, beliefs, and practices.</b> <i>Met by: 4.6.1; 4.6.2; 4.6.3; 4.6.4; 4.6.5; 4.6.6</i></li> <li><b>22 hour practicum; students complete DEL requirements for state-approved placements.</b> <i>Met by: 4.3; 4.4; 4.5; 4.6</i></li> </ol> <p><b>ECED&amp; 132</b></p> <ol style="list-style-type: none"> <li>Describe developmental milestones from birth to 36 months articulating the influences of individual development, temperament and cultural norms. <i>Met by: 12.1; 12.2</i></li> <li>Develop a plan to create reciprocal, culturally sensitive partnerships with families. <i>Met by: 12.3</i></li> <li>Describe state infant/toddler child care regulations and procedures related to group size, health, nutrition, and safety. <i>Met by: 4.6.3; 4.4.2; 4.4.3; 4.4.4</i></li> <li>Describe guidance techniques that are appropriate and effective with infants and toddlers. <i>Met by: 4.2</i></li> <li>Create and critique infant and toddler early learning environments. <i>Met by: 4.3</i></li> </ol>



Course Standards and Competencies: \_\_\_\_\_

HS Course Title	College Course Title	Credits	Course Length (Yearlong or Semester)

**Course Standards and Competencies**

<u>High School Standards/Outcomes</u>	<u>College Standards/Outcomes</u>