

## TECH PREP AGREEMENT

Southwestern Community College ("SWCC")

And

\_\_\_\_\_ SCHOOL DISTRICT ("Participant")

### SECTION 1. PURPOSE

SWCC and the Participant enter into this agreement for the purpose of providing a Tech Prep program in career and technical education that builds on past learning experience and eliminates unnecessary duplication of instruction.

### SECTION II. TERM OF AGREEMENT

This agreement continues to be in effect unless either institution notifies the other in writing by June 30 of each year of its intent to terminate this agreement. This agreement becomes null and void upon termination of a secondary or post-secondary program involved in this agreement.

### SECTION III. TECH PREP EDUCATION PROGRAMS OFFERED

SWCC and the Participant shall cooperate in providing Tech Prep/Dual Credit courses.

#### A. The high school component will include the following:

1. Minimum of 2 years of instruction at the secondary level
2. Sequence of academic and vocational courses
3. Competency based curriculum
4. Non-duplicative sequential course of study
5. Employability, leadership, and entrepreneurial components
6. Personal decision making and connects work values into all aspects of the students lives
7. Advisory committee meetings of which two are to be held each year
8. Performance requirements of academic proficiency, technical competencies, placement, and retention
9. Signed Tech Prep agreements
10. Articulated credit which will apply toward an associate of applied science degree
11. Sequenced courses agreed to by the high school and outlined on the Drawing Board whereby suggested academic and vocational classes are recommended to students. Students who graduate from high school and successfully take the recommended courses as outlined on the Drawing Board will be assumed to have met the minimum recommended requirements. There are many paths to success in the Tech Prep program. Therefore, the classes suggested to students will most likely assure success for the student, but other paths will also be acceptable.
12. The specific course of study for the Career and Technical programs along with the general education requirements for academic education for all students as agreed to by the post-secondary institution.

#### B. The high school component may include the following:

1. Dual Credit Programs. Junior and senior students may elect to enroll in SWCC technical training courses. The students, if the course work is successfully completed, shall receive both high school and college credit. The college credit hours received shall be as set forth in SWCC's then existing College Catalog and shall lead to an Associate of Applied Science degree.

C. The post-secondary component will include the following:

1. Minimum of two or more years of a non-duplicative sequential course of study in a career field or apprenticeship training
2. Associate Degree or 2 year certificate programs
3. Math/Science/Communications academic components
4. Career Portfolio/transcript/Career class
5. Placement services for students enrolled
6. Advisory committee meetings of which two per year are required and joint secondary/post-secondary committees are recommended
7. Performance requirements of academic proficiency, technical competencies, placement and retention
8. Signed Tech Prep agreements

SECTION IV FACILITIES, STUDENTS, PERSONNEL AND SERVICES TO BE PROVIDED

A. Classroom facilities:

1. Participant shall provide and maintain all classroom facilities equipment and materials for SWCC courses offered under the Tech Prep/Dual Credit Programs. Such courses shall be conducted at Participant's high school facilities.
2. SWCC shall provide and maintain all classroom facilities, equipment and materials for SWCC courses held at SWCC's campus or at one of SWCC's remote sites.

B. Students, Faculty, and Personnel

1. All high school juniors and seniors who meet the pre-determined competencies for enrollment in the desired program or class are eligible to participate in the Tech Prep Programs.
2. Participants shall assess students to determine their readiness for the post-secondary course work offered under the Tech Prep.
3. Appropriate and proper behavior will be expected of all students participating in the Tech Prep Programs.
4. SWCC will not be responsible for providing transportation for any students enrolled in the programs.
5. SWCC shall provide administrative, instructional, and other necessary staff for the purpose of providing the support needed in the Tech Prep Programs.
6. All high school faculty members who have been chosen to instruct SWCC courses offered under the Tech Prep Programs shall be screened and selected by SWCC in consultation with Participant. SWCC shall have final authority to determine which faculty members will be selected.
7. All high school faculty members selected as instructors for SWCC courses shall be provided appropriate orientation, in-service training, and support services by SWCC.
8. All articulation rules and regulations apply.

SECTION V. COURSES AND RELATED INSTRUCTIONAL SERVICES

Dual Credit Courses

1. All of participant's high school instructors teaching courses in Tech Prep Dual Credit programs shall utilize SWCC's college articulated competencies.
2. All college courses offered in the Tech Prep Dual Credit Programs at sites off SWCC's campus shall use the same course syllabi and text as used on campus. In

the case where multiple texts are used on campus, the instructor shall use one of the approved texts.

3. The college course work required of students at off-campus sites shall be equivalent to the course work required of students taking the course at SWCC's campus.
4. All college courses offered in Tech Prep Dual Credit shall have periodic evaluations of student's learning shall be mandatory with an assignment of a student's final grade being made in conformity with SWCC's grading system or articulated minimum competency requirements.

#### SECTION VI. CREDIT PROVISIONS

- A. The high school agrees to provide students with the credits they will need to graduate as well as articulated or Dual Credit opportunities whereby students will be able to take some of their college credits at the high school level.
- B. The post-secondary institution agrees to provide credits for students to obtain their Associate Degree or two-year certificate.
- C. Both agree to articulate classes.

#### SECTION VII. CONTENTS OF TECH PREP PROGRAMS

Any such program shall:

1. Be carried out under a Tech Prep agreement between the participants in the consortium.
2. Consist of 2 years of secondary school preceding graduation and 2 years of higher education in a non-duplicative sequential course of study, or an apprenticeship program of at least 2 years following secondary instruction, with a common core of required proficiency in mathematics, science, communications, and technologies designed to lead to an associate degree or certificate in a specific career field.
3. Include the development of education program curricula appropriate to the needs of the consortium participants.
4. Include in-service training for teachers that-
  - a. Is designed to train teachers to effectively implement education curricula.
  - b. Provides for joint training for teachers from all participants in the consortium.
  - c. May provide such training in weekend, evening and summer sessions, institutes or workshops.
5. Include training programs for counselors designed to enable counselors to more effectively-
  - a. Recruit students for education programs.
  - b. Ensure that such students successfully complete such programs
  - c. Ensure that such students are placed in appropriate employment.
6. Provide equal access to the full range of technical preparation programs to individuals who are members of special populations, including the development of education program services appropriate to the needs of such individuals.
7. Provide for preparatory services which assist all participants in such programs.

Neither Southwestern Community College nor the school district will discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in educational programs, activities, or employment policies. Inquiries regarding compliance with Title IX or Title VI of this policy may be directed to the Central Administrative office of each participant or to the Director, Region VII Office of Civil Rights, Department of Health, Education, and Welfare, Kansas City, Missouri.

This agreement is exclusive with Southwestern Community College and no assurance is given those courses awarded credit through this agreement will transfer to any other post-secondary institution. Southwestern Community College will work with the student toward this end, but will not guarantee the transferability of these credits.

Tech Prep Programs affected by this agreement:

_____	_____
_____	_____
_____	_____

I accept the conditions of this agreement.

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Regional Tech Prep Coordinator

\_\_\_\_\_  
School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Instruction  
Southwestern Community College

\_\_\_\_\_  
Date