

What is Articulation?

Articulation is a method for technical colleges and high schools to partner to provide students the opportunity to enroll in and complete associate degree and technical diploma course work while fulfilling high school graduation requirements. Moraine Park Technical College (MPTC) and high schools enter into formal agreements which are reviewed annually.

Agreements do not automatically roll over from year to year.

There are two methods of articulation – Advanced Standing and Dual (*Transcripted*) Credit.

Advanced Standing

High school curriculum is reviewed by MPTC deans and faculty and competencies are determined to be equivalent or comparable. A formal Advanced Standing Agreement is written. Students enroll in and complete the high school course which is taught by a high school teacher at the high school.

Dual (*Transcripted*) Credit

The college course is delivered at the high school including competencies, assignments, grading policies, textbooks, and software (if applicable). The high school enters into a transcripted credit articulation agreement with MPTC. Students enroll in and complete a MPTC college course which is taught by a WTCS certified transcripted credit high school teacher at the high school.

Who Articulates with MPTC?

MPTC articulates with in-district public high schools. The college will consider articulation with high schools outside of its district if that high school's local technical college does not offer the instructional content area of interest. Requests are assessed on an individual basis and MPTC asks that high schools first seek articulation with the technical college nearest to them offering that specific instructional area.

Who Initiates Articulation?

High School Teacher

If a high school teacher has an interest in articulation, he/she should contact Jennifer Wagner. The high school teacher is also welcome to attend the fall Cluster Focused Workshops at MPTC.

What Courses does MPTC Articulate?

Occupation Specific Core Courses for Advanced Standing or Dual (*Transcripted*) Credit

MPTC articulates a variety of introductory courses. The 2012-13 Articulation Guide provides high school teachers with a document that lists current occupational courses for articulation consideration. The guide is organized by Wisconsin's 16 career clusters and 79 pathways. This guide is updated annually and is always a work in progress.

Course Differences

Advanced Standing

College courses typically have a narrower content focus, with high school courses often more broad-based. Competencies for college 2- and 3-credit courses may be covered in two or three high school courses, requiring high schools to submit multiple courses for advanced standing consideration with one college course. There are also times when a semester- or year-long high school course covers two or more 1-credit college courses. Students must provide the technical college they enroll in with an official copy of their high school transcript which will note the advanced standing courses to be moved on to a college transcript.

Transcripted Credit

MPTC's curriculum seldom "fits" perfectly into the high school class time. There are instances in which articulations for some college courses require the entire year (two semesters) and others that require the high school to include "extra" curriculum. Extra curriculum is the responsibility of the high school.

- Grading Scale – MPTC does not have a standard, college-wide grading scale but rather each course follows a specific department scale.
- Grading Criteria – Each course follows specific department criteria, e.g., tests = ____%; assignments = ____%

For the college transcript, the college's grading scale and criteria must be followed with grading based upon the college-required curriculum only.

General Studies Courses for Advanced Standing

MPTC articulates five general studies courses:

Course Title	Course Number	Credits
Written Communication	801-195	3
Oral/Interpersonal Communication	801-196	3
Economics	809-195	3
Intro to Psychology	809-198	3
Intro to Sociology	809-196	3
Intro to American Government	809-122	3

What are Teacher Requirements?

MPTC Qualifications for Advanced Standing and Dual (*Transcripted*) Credit

High school teachers must meet MPTC qualifications as established by specific instructional areas. Please reference the certification guide.

WTCS Certification for Dual (*Transcribed*) Credit

WTCS teacher certification is required to establish Dual (*Transcribed*) Credit. Certification must be renewed for every teacher for every course every year. MPTC pays a small fee annually to WTCS for each certification. To minimize expense, please identify high school teachers for Dual (*Transcribed*) Credit thoughtfully.

To become WTCS certified, a teacher must complete and submit to the MPTC Career Prep office a MPTC faculty application and a copy of his/her DPI license for that instructional area good through minimally the year of the articulation.

Example:

A high school teacher, who has met MPTC qualifications to teach ECE: Foundations of Early Childhood Education, 10-307-148, for the 2012-13 school year must have:

DPI License	Good Through
211 Family Consumer Ed: Child Services	At least 2013

Some courses have additional requirements. For example, to teach any courses in the Culinary Arts program, a teacher must present documentation of ServSafe certification with a minimum of 90% test score by the National Restaurant Association.

What are the Related Costs/Expenses?

Advanced Standing and Dual (*Transcribed*) Credit

- Students: free
- High Schools

Advanced Standing

Expenses related to the teacher's time and labor to submit and adjust the curriculum (*if needed*) and to maintain the agreement annually.

Dual (Transcribed) Credit

Expenses related to the teacher's time and labor required to establish and maintain the agreement, learn the course, register and grade students and for the district's purchase of required textbooks.

- MPTC

Advanced Standing

Expenses related to the instructor's time and labor required to review the curriculum and to establish, write and maintain the agreement.

Dual (Transcribed) Credit

1. Expenses related to the instructor's time and labor to qualify teachers, identify courses and provide instructional support.
2. Expenses related to coordinate WTCS certification (also Certification Officer) and payment of fees to WTCS for each high school teacher.
3. Establish, write and maintain the contract.
4. Enter the MPTC high school courses in Banner and create Flexible Registration Catalogs for online registration.
5. Assist high school teachers with registrations and grading.
6. Monitor and proofread student records and submit corrections.
7. Provide professional development opportunities related to transcribed credit, advanced standing and career pathways.

How is Articulation Developed?

The High School Teacher contacts MPTC to share there is an interest in articulating a course. When appropriate, the high school teacher will meet with MPTC staff or faculty to determine the best option.

Advanced Standing

Step 1

The **high school teacher submits** curriculum by **February 15** to MPTC for consideration in the next school year.

Required documents for submission.

_____ Textbook title/edition/publication date/author
_____ Course outline, syllabus, class schedule

_____ Specific competencies and general objectives taught

Step 2

MPTC faculty and dean will complete a review of the curriculum and reply by **March 15** to the Career Prep Office. An email notification is sent to the high school teacher and his/her high school principal stating,

- The high school curriculum submitted is approved and the articulation will be included in the next year's formal agreement, or
- The high school curriculum submitted is similar but is missing some items. With minor changes and/or additions, it could be approved. The high school teacher is asked if he/she is able to make the recommended changes/additions. If yes,
 - The high school teacher makes the revisions and resubmits by **April 15** with MPTC faculty/dean reviewing and replying by **May15**.
or
 - The high school decides not to modify and the articulation interest ends.
or
- The high school curriculum is vastly different and the request is denied.

Completion Deadline: May 15.

Dual (*Transcribed*) Credit

Step 1

A high school teacher contacts MPTC to indicate an interest in articulating a course. In most cases, the high school teacher will meet with appropriate MPTC staff (including the K-12 Relations Associate, faculty and deans) to discuss the course and review what is currently being offered at the high school.

The following questions should be addressed:

- Does the college faculty consider the Dual (*Transcribed*) Credit request feasible?
- Does the high school teacher meet college instructor qualifications as determined by MPTC?
- Does the high school teacher meet WTCS certification with the required DPI license?
- Has the high school teacher reviewed the curriculum for the course?
- Does the high school teacher confirm district board approval?
 - textbook information
 - course outline summary

Step 2

- The approval of the new Dual (*Transcribed*) Credit agreement is communicated to the high school.
- Request the high school teacher complete WTCS certification.
- Provide curriculum access instructions and MPTC faculty contact information.

Step 3

The high school teacher submits the completed MPTC application, DPI license and other required documentation (*if needed*) by **May 15** to MPTC. MPTC's Certification Officer submits certification documentation to the Wisconsin Technical College System Office in Madison.

How is Articulation Maintained?

Step 1

The Career Prep office provides each high school a listing of current articulated courses in April of each year. The high school must review the course listings and complete the course listing sheet no later than May 1 of each school year. For each articulated course, the high school will:

- Request re-approval for the upcoming school year
- End the course agreement

Step 2

By mid-May, MPTC will send out articulation agreements for the upcoming school year. The articulation agreement must be completed and sent back to MPTC by June 1. All high school teachers must provide the last 4 digits of the his/her social security number and must sign the agreement.

Is there Additional Work?

As deliverers of college coursework and credit, high school teachers are required to maintain a connection with their college instructor partners. Department expectations vary and will be communicated by MPTC.

Advanced Standing

High school teachers provide MPTC faculty/dean a copy of current curriculum each year for review.

Dual (*Transcripted*) Credit

High school teachers attend professional development opportunities where they can network with college faculty/deans. High School teachers also attend required training sessions related to articulation.

Online Registration of College Course

High school students self-register for transcripted credit classes through MPTC's new Flexible Registration System. All students are encouraged to register for the courses, as there is no penalty for not successfully completing the course.

Teachers are provided course information that includes:

- class numbers (change every semester/every year)
- a link to the high school catalog for online registration
- student registration instructions

Grading

High school teachers will be sent a grade sheet at the conclusion of the semester. Grade sheets must be completed, signed and sent back to MPTC prior to the due date. If a student does not successfully complete course, the high school teacher notes on the grade sheet a "W" to withdraw the student from the course.

How do Students Claim Credit Earned?

Advanced Standing

- Students must enroll in an associate degree or technical diploma at the college to receive advanced standing. There is reciprocity between technical colleges; therefore, advanced standing with one technical college should travel to another technical college as either a required course or as an elective credit. Acceptance of advanced standing at UWs and private colleges is at the discretion of the receiving college.
- Students become eligible to receive advanced standing (not a letter grade) when they meet the conditions of the articulation agreement and achieve a minimum of 3.0 on a 4.0 scale on the high school transcript (a grade of B or better).
- Students have their high school transcript sent to the technical college so that it can be compared against the advanced standing agreements that were in place for each year (9th, 10th, 11th, 12th).

Students **must** self-identify and **ask** for advanced standing.

Dual (*Transcripted*) Credit

- Students have a college transcript upon completing the course successfully at the high school.
- If a student is attending a different college, he or she must request an official transcript from MPTC to be sent to that college.