



The following documentation is needed to be completed each year by every participating teacher. Please have this completed and submitted by Friday, October 15th. Failure to meet this deadline could result in your course articulation being deactivated.

If you have any questions, please reach out to us at the contacts at the bottom of the page.

Required Documentation

- Canvas Training Course (submitted through Canvas)
- Contingency Form (submitted through Canvas)
- High School Course Verification Form (attached)
- Course Syllabus (see template after Verification Form)

<p>Spokane Community College</p>	<p>Spokane Falls Community College</p>
<p>1810 Green St, MS 2151 Spokane WA 99217-5399</p>	<p>3410 W Whistalks Way Spokane WA 99224-5288</p>
<p>SCC.CareerandTechnicalEducation@scc.spokane.edu</p>	<p>cte@sfcc.spokane.edu</p>
<p>509-533-8062</p>	<p>509-533-3134</p>

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

Career and Technical Education (CTE)

CTE Instructor Print _____ Signature _____ Date _____

CTE Director Print _____ Signature _____ Date _____

College in the High School (CHS)

High School Teacher Print _____ Signature _____ Date _____

Principal Print _____ Signature _____ Date _____

Syllabus Template

When configuring your syllabus, please include the following:

1. Course Name & Number

Provide your name, contact information (email & phone), room number, office hours, and semester(s)

2. Course Description

Include the length of the course, instructional hours, and a general course overview

3. Course Learning Outcomes

These MUST align with the SCC/SFCC course identified in the articulation request.

4. Methods of Instruction

Include the method of delivery (lecture, on-line, independent reading assignments, research projects, etc.) *How will you teach the course?*

5. Competencies and Skills

Include any competencies and skills the students should master by the end of the course. These can be outlined in the course learning outcomes section.

6. Course Prerequisites (Only include if applicable)

Include any prerequisites associated with SCC/SFCC courses. The students MUST meet college prerequisites to qualify for enrollment in a CTE Dual Credit course.

*If you are unsure of the prerequisites, please contact the appropriate college for information

7. Grading

Include your course grading scale with percentages and GPA

8. Assessment

Include any required assessment tools students will complete in the course. This can be such items as quizzes, exams, certifications, projects, internships, etc.

9. Important Course Policies

Include information such as attendance policies, participation, written formatting requirements, special accommodations, plagiarism, and other general classroom expectations

10. Course Outline

Include instructional topics with any associated assignments and due dates students need to know in advance

11. College CTE Dual Credit Program Statement

*This is MANDATORY. The following paragraph MUST be included somewhere on your syllabus.

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 course(s):
(Course Prefix and Number) (Course Name) (Number of Credits)