

**Tech Prep Agreement  
Letter of Understanding  
between  
Sinclair Community College  
and  
School District Name**

The United States' ability to grow and prosper in a global economy depends upon a strong technical workforce. Currently, many students are graduating from high school unprepared for employment and with no commitment to continuing their education. It is crucial that the educational community develop programs that help students learn within the context of real-life experiences and develop lifelong learning competencies. This requires collaboration between secondary and post-secondary institutions with strong linkages with employers.

Sinclair Community College and the **School District Name** have joined together to address the educational needs of the workforce with the Development of the **Tech Prep Biotechnology Program**. Tech Prep is a seamless, four-year program spanning the junior year in high school through the completion of an associate's degree. It offers a high level alternative to the traditional college prep program and a solid academic foundation based on real life applications. The planned sequence of courses minimizes duplication and provides students with an advanced skill level in their program of study.

The purpose of this agreement is to establish program requirements and procedures for a close working relationship between Sinclair Community College and **School District Name** in order to implement a well-coordinated technical education program leading to an **Associate of Applied Science in Biotechnology or an Associate of Science - University Parallel in Biology or Biotechnology**.

Based upon the mutual concern of Sinclair Community College and the **School District Name** for the needs of students pursuing an advanced technology degree and in an effort to provide a continuing articulated program from the junior year in high school through the associate degree, we, the undersigned, hereby subscribe to the following guidelines:

1. Upon entry into the Tech Prep program, students will be jointly admitted to Sinclair Community College. *Table 1* details specific program entry requirements for acceptance to the Tech Prep program and Sinclair Community College. *Refer to the attached Tech Prep Admittance Policy for the complete policy.*
2. Students will complete entry-level competencies during their junior and senior years and move into advanced levels of study at the community college. *The program of study for the four-year program is outlined in the attached curriculum pathway, Appendix A.*

3. Students must complete the high school portion of the curriculum with at least a “C” average
4. The curriculum pathway details the waiver of any courses at Sinclair based on completion of the courses during the junior and senior years as part of a special course offering by Sinclair at the high school, courses jointly taught, or completion through the high school Tech Prep curriculum.
  - *Table 2* details any required proficiency exams the student needs to take prior to attending Sinclair. If a student earns a “C” or better, the credit will be posted to the student’s Sinclair transcript.
  - *Table 3* lists any courses for which credit will be articulated to Sinclair Community College based on successful completion of requirements. Student must request that the credit be posted to their Sinclair Community College transcript after completion of their high school program. Course and credit hours will be posted with a “Y” (Proficiency) grade to the student’s transcript.
5. Representatives from each institution will meet annually to review and make amendments, as necessary, based on curriculum changes.

This agreement is hereby signed on \_\_\_\_\_, by:

\_\_\_\_\_  
**Dr. Helen Grove, Provost** (date)  
**Sinclair Community College**

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**School District Superintendent** (date)

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## Tech Prep Biotechnology Program

### Entrance Requirements

**Table 1**

High School Program	Meet program admission standards as determined by local compact/comprehensive/CTPD secondary sites
Sinclair Community College	<ul style="list-style-type: none"> <li>• Successful completion of the Tech Prep program High School graduation</li> <li>• Completion of all SCC admissions/matriculation requirements</li> </ul>

### College Credit Opportunities

**Table 2**

#### College Courses Completed during High School

Proficiency examinations administered by SCC faculty during the junior and senior years of the Tech Prep program. Course credit and grade will be posted to a SCC transcript if student scores a grade of “C” or higher for the following course(s)	<b>BIO 107</b> Human Biology, <i>5 credits</i> <b>BIS 160</b> Introduction to Word, PowerPoint & Excel, <i>3 credit hours</i>
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**Table 3**

#### Articulated credit

Completion on course with a letter grade of “C” or better certified by high school instructor	<b>BTN 110</b> Introduction to Biotechnology and Bioethics, <i>3 credit hours</i> <b>BTN 120</b> Laboratory Safety & Regulatory Compliance, <i>3 credit hours</i>
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