

**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 a **Tech Prep Engineering Technology Cluster**. 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** in order to implement a well-coordinated technical education program leading to an **Associate of Science degree**: Engineering Science University Parallel –*OR*- an **Associate of Applied Science with a major in** Architectural Technology, Automation & Control Technology with Robotics, Automotive Technology, Aviation Technology, Civil Engineering Technology, Computer Aided Manufacturing, Construction Management Technology, Electronics Engineering Technology, Electronics Engineering Technology Computer Engineering Technology Option, Environmental Engineering Technology, Mechanical Engineering Technology (CAD Design Concentration or University Transfer Concentration), Operations Technology, Operations Technology Industrial Engineering Technology Option, Operations Technology Manufacturing Option.

Based upon the mutual concern of Sinclair Community College and the **School District** 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.

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/challenge 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* A Project Lead the Way (PLTW) examination is administered by a certified high school instructor at the conclusion of each high school PLTW course. In order to receive credit for SCC course(s), the student must achieve a high school course grade of B or above, and receive a score of 70 or above on the PLTW Part C (college credit) exam.
 - *Table 4* Completion on course with a letter grade of “C” or better certified by high school instructor. Only for those sites with existing CTE/ Tech Prep Aviation programs coded in EMIS. Course and credit hours will be posted with a “Y” (Proficiency) grade to the student’s transcript. Student must request that the credit be posted to their Sinclair Community College transcript after completion of their high school program.
 - Representatives from each institution will meet annually to review and make amendments, as necessary, based on curriculum changes.

Dr. Helen Grove, (date)
Senior Vice President & Provost
Sinclair Community College

Superintendent Name (date)
School District Name

Attachments: Curriculum Pathway and Tech Prep Admissions Policy

School District Name
Tech Prep Engineering Technology Cluster

Table 1
Entrance Requirements

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"> • Successful completion of the Tech Prep program High School graduation • Completion of all SCC admissions/matriculation requirements

Table 2
Proficiency Examinations

<p>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)</p>	<p>CAT 101- Architectural Drafting : <i>3 credit hrs</i></p> <p>CAT 105 – Construction Materials & Methods - 4 credit hrs -OR- CAT 138 – Architectural Blueprint Reading – 3 credit hrs ETD 118 – Intro to the Production Realization Process : <i>1 credit hrs</i></p> <p>EET 114- Basic Electronic Measurements: <i>4 credit hrs</i> EET 119- Basic Electrical Circuits and Controls: <i>4 credit hrs</i></p> <p>EET 198 – Digital Technology: <i>3 credit hrs</i> -OR- EET 131 - Digital Logic & Circuits: <i>3 credit hrs</i></p> <p>EGR 100- Fundamental Mechanical Skills: <i>3 credit hrs</i></p> <p>EGR 128- Robotics in CIM Systems: <i>4 credit hrs</i></p>
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	<p>-OR-</p> <p>EGR 251 – Teach Pendant Robot Programming : <i>3 credit hrs</i></p> <p>ETD 101- Intro. to Engineering Design : <i>3 credit hrs</i></p> <p>ETD 128- Intro to Print Reading & Sketching : <i>3 credit hrs</i></p> <p>ETD 198- Personal Computer Applications for Engineering Technology: <i>2 credit hrs</i></p> <p>ETD 199- Intro. To Computer-Aided Drafting Concepts: <i>2 credit hrs</i></p> <p>INT 109- Fundamentals of Tool & Die Mfg. Processes: <i>4 credit hrs</i></p> <p>OPT 190- Operations Technology Workshop <i>1-3 credit hrs</i></p> <p>OPT 198- EXCEL for Engineering Tech. : <i>2 credit hrs</i></p>
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Table 3
Articulated Credit from Project Lead the Way

A Project Lead the Way (PLTW) examination is administered by a certified high school instructor at the conclusion of each high school PLTW course.

In order to receive credit for SCC course(s), the student must achieve a high school course grade of B or above, and receive a score of 70 or above on the PLTW Part C (college credit) exam.

PLTW Course	SCC Course
Intro. To Engineering Design	Introduction to Engineering Design
Principles of Engineering	<ul style="list-style-type: none"> • ETD101 - Introduction to Engineering Design: <i>3 credit hrs</i>
Computer Integrated Manufacturing	Principles of Engineering
Digital Electronics	<ul style="list-style-type: none"> • ETD102 - Principles of Engineering: <i>3 credit hrs</i>
Civil Engineering & Architecture	Computer Integrated Manufacturing
Engineering Design and Development	<ul style="list-style-type: none"> • EGR128 - Robotics in CIM Systems: <i>3 credit hrs</i>
	Digital Electronics
	<ul style="list-style-type: none"> • EET198 - Digital Technology: <i>3 credit hrs</i>
	Civil Engineering & Architecture
	<ul style="list-style-type: none"> • CAT110 - Introduction to Civil and Architectural Technology: <i>3 credit hrs</i>
	Engineering Design and Development
	<ul style="list-style-type: none"> • ETD110 - Engineering Design and Development: <i>3 credit hrs</i>

In addition, those SCC courses listed in Table 2 of this articulation agreement may be challenged by proficiency examination.

Table 4
Articulated credit

Completion on course with a letter grade of “C” or better certified by high school	<p>AVT 105 - Orientation to Aviation, <i>3 credit hrs</i></p> <p>AVT 116 – Regulations and Documentation, <i>4 credit hrs</i></p>
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instructor. Only for those sites with existing CTE/ Tech Prep Aviation programs coded in EMIS. Course and credit hours will be posted with a “Y” (Proficiency) grade to the student’s transcript. Student must request that the credit be posted to their Sinclair Community College transcript after completion of their high school program.

AVT 125 - Developments in Aviation, *3 credit hrs*
AVT 143 – Aircraft Maintenance, *3 credit hrs*

