

**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 Graphic Arts** 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** in order to implement a well-coordinated technical education program leading to either an **Associate of Applied Science** or **Associate of Arts** with majors in Art - University Parallel, Interior Design, Visual Communication, Basic Drawing (certificate), Digital Design (certificate), Multi-Media (certificate):

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.

School District Name

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* lists any courses for which credit will be articulated to Sinclair Community College based on successful portfolio review conducted by the appropriate college faculty. Course and credit hours will be posted with the appropriate (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.

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

School District, Superintendent (date)
School District Name

Attachment: Curriculum Pathway

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

College Credit Opportunities

Table 2
Proficiency Examinations

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)	ART 101 Art Appreciation: Introduction to Art: <i>3 credit hours</i> VIS 105 Printing Basics: <i>3 credit hour</i> VIS 147 Digital Imaging: <i>3 credit hours</i> VIS 150 Screen Printing: <i>3 credit hours</i>
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Table 3
Credit Granted via Portfolio Review

Credit for one or more of these courses will be awarded only after formal portfolio review has been completed by designated SCC faculty. The student is responsible to provide all relevant documentation necessary for this review and to contact the appropriate SCC faculty for an appointment. This review must take place no later than one academic year after high school graduation.	ART 111 Art Drawing I: <i>3 credit hours</i> ART 161 Photography I: <i>3 credit hours</i> VIS 106 Design Basics: <i>3 credit hours</i> VIS 109 Design Drawing: <i>3 credit hours</i>
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