

**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 Hospitality & Tourism Programs**. 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 Tourism, Meeting & Event Planning, Restaurant Management, Hotel Lodging, and Culinary Arts Option**:

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.
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 via recognized industry based examinations. 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.

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

\_\_\_\_\_ (date)  
**Superintendent** (date)  
**School District Name**

## Tech Prep Hospitality & Tourism 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)	<p>BIS 160 – Intro to Word, Excel, Power Point (<i>3 credits</i>)</p> <p>MAN 205 – Principles of Management (<i>3 credits</i>)</p> <p>MAT 101 – Elementary Algebra (<i>4 credits</i>)</p>
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**Table 3**

#### Articulated credit via industry credentials if Pro-Start & Serve Safe

<i>Pro-Start</i> and <i>Serve Safe</i> examinations are administered by appropriately <i>Pro-Start</i> and <i>Serve Safe</i> certified high school instructor at the conclusion of individual modules taught as part of the high school program. In order to receive credit for SCC course(s), the student must pass with a minimum score of 70% in <i>Pro-Start</i> and 70% <i>Serve Safe</i> or above on the relevant exam.	<p>HMT 105 – Intro to Hospitality Management &amp; Tourism (<i>3 credits w/ Pro-Start</i>)</p> <p>HMT 107 – Sanitation and Safety (<i>3 credits w/ Serve Safe</i>)</p> <p>HMT 112 /113 (lab) – Basic Food Preparation (<i>5 credits w/ Pro-Start</i>)</p> <p>HMT 291 – Hospitality Management &amp; Tourism Internship I (<i>3 credits w/ Pro-Start &amp; <u>400 documented</u> work hours</i>)</p>
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