



How to Create Local Articulation Agreements Using the Statewide Career Pathways Articulation Templates

Fall 2009

Below are step-by-step instructions on how to create local articulation agreements *based* on a Statewide Career Pathways articulation template.

Step One

Select an articulation template to base your local articulation agreement on.

All of the Statewide Career Pathways articulation templates are listed at: <http://www.statewidepathways.org/showtemplate.php>. Over 100 articulation templates are posted on the Statewide Career Pathways website covering all 15 industry sectors, and a sample articulation template is included with this handout for your reference. There will most likely be an articulation template that can be used to base your local articulation agreement on. A list of all the available articulation templates is included with this handout.

The Statewide Career Pathways project has created articulation templates for your use when creating your articulation agreements. As you use these templates, feel free to adapt their content as you complete your articulation form to fit the needs of your college. The Statewide Career Pathways project has also created a blank articulation agreement form (included with this handout) to use in creating your final agreement. If your college is ready/willing to revise its standard articulation agreement form, we recommend using this or a similar format. We suggest you check with your local articulation officer or Tech Prep Coordinator for how your college formalizes articulation agreements.

Step Two

Copy and paste the applicable **content** from the articulation template into your articulation agreement form. You can use either your college's form or the blank agreement form included with this handout.

Local discipline faculty must agree that all of the content in the articulation agreement is applicable and they may enter in their own local information. We recommend beginning with the course content and competencies from the template, by placing those in the respective agreement sections, then add to the form the name of your college course, units, etc., as well as the names of the college and high schools which are entering into the articulation agreement.

We also recommend inserting a statement at the bottom of your articulation agreement verifying that the articulation agreement was based on a Statewide Career Pathways template. This statement is often included above the signatures section and below is an example of how the verification can be presented on the agreement:

Agreement was based on Statewide Career Pathways Project template: Yes No
Name of Template used: Introduction to Shielded Metal Arc Welding

Step Three

Meet with college and high school faculty to determine the appropriate end of course assessment for each articulation agreement.

According to Title 5, credit for a community college course shall only be given if a college course is taken, or if credit is earned by examination. College faculty must specify the appropriate assessment. The exams may be given at the high school or college, faculty may approve the high school instructor's final exam, or require that theirs be used. College faculty may approve the use of the scoring rubric that the high school uses, or require use of their own. The bottom line is that college faculty determines how students will be assessed for credit

Step Four

Ensure that official articulation agreements are signed.

Each articulation agreement must have an official, signed articulation form that confirms the details of the agreement made between the corresponding faculty members. Common signatures are obtained from high school and college faculty whom teach the course, secondary principals and/or district representatives, and college deans and administrators. A sample of a completed articulation agreement, based on a Statewide Career Pathways articulation template, is included with this handout.

Step Five

Submit your agreement to be posted on the Statewide Career Pathways database by emailing, faxing, or mailing a signed copy of the agreement to Statewide Career Pathways project staff.

Email: info@statewidepathways.org

Fax: 916- 323-9867

Address:

Statewide Career Pathways
555 Capitol Mall, Suite 525
Sacramento, CA 95814

You are welcome to email copies of your signed articulation agreements in one large PDF or Word file, or several PDF/Word files – whatever is easiest for you! Or, if you would like to upload the agreement yourself, please do so at

<http://www.statewidepathways.org/forum/forumlogin.php?p=/forum/uploadagreement.php> It is much easier; however, to just pop it in the mail or email your agreement(s) to project staff.

Additional Resources

The following resources are available free of charge to assist you with your articulation efforts by emailing project staff at info@statewidepathways.org:

- Handbook for articulating with secondary schools and ROCPs
- Regional Articulation Meeting DVD
- Project newsletters



ARTICULATION TEMPLATE

General Course Title: Beginning Floral Design	
General Course Description: This course is an introduction to the fundamentals of theory, techniques and skills currently practiced in the floral industry. Includes applied art principles, cut flower care, handling practices, proper use of florist tools and materials, pricing of floral products and use of current floral business technology. Includes constructing corsages, floral arrangements, and foliage plant items, which meet floral industry standards.	
College Prerequisite(s):	HS/ROCP Prerequisite(s):
Advisories/Recommendations: Credit be awarded to only junior or senior level students	
Course Content: <ol style="list-style-type: none"> 1. Introduction to the floral industry 2. History of floral design 3. Care and handling of cut flowers 4. Materials and supplies used in floral design 5. The principles and elements of floral design 6. Mechanics of floral design 7. Dried and silk floral designs 8. Themes and accessories 9. Corsages 10. Foliage plants 11. Dish gardens 12. Floral orders 13. Pricing of floral designs 14. Use of technology in floral industries 	
Competencies and Skill Requirements (Use additional pages as necessary) At the conclusion of this course, the student should be able to: The student will be able to: <ul style="list-style-type: none"> • Correctly condition and handle cut flowers, greens, and foliage plants used in the floral industry • Select and correctly use florist tools, equipment and materials • Identify flowers, greens, and foliage plants used in the floral industry • Demonstrate and understanding of basic floral design theory • Construct basic floral products for display or resale • Construct a minimum of five different kinds of floral arrangements • Construct a minimum of five different kinds of corsages • Describe floral designs and styles from different historical periods • Select containers appropriate for flowers and floral design • Decorate foliage plants in a manner that meet industry standards • Demonstrate the correct care and handling of foliage plants • Select materials and construct a terrarium/dish gardens 	

- Calculate the cost of a floral design and apply appropriate mark-up to determine its sales price
- Successfully complete an order for a telephone, wire, or walk in customer
- Demonstrate the correct uses of business machines and wire services/internet used in the floral industry.

Measurement Methods (include any industry certification or licensure):

1. Tests
2. Quizzes
3. Portfolios
4. Demonstration (hands-on)
5. Laboratory

Sample Textbooks or Other Support Materials (including Software):

Griner, Charles (1995). Floriculture, Designing and Merchandising. Del Mar, NY (ISBN: 0-8273-6979-4).
 McDaniel, Gary L. (1989). Floral Design and Arrangement. Pentice-Hall, NJ (ISBN: 0-13-322264-0)

DWG Facilitator's Signature:

Date:

[Office use only.]

[Office use only.]

TOPs Code:

Internal Tracking Number:

Date Accepted by Steering Committee:

Sample Articulation Agreement based on a Statewide Career Pathways Articulation Template

*The content from the articulation template above was copy and pasted into the articulation agreement below. Some local additions and modifications were made.



College of the Sequoias
2+2 ARTICULATION AGREEMENT

Date Drafted: 10/9/07

COS Course:	OH 111:Floral Design	Secondary Course:	Introduction to Floriculture
	College of the Sequoias	School:	Dinuba High School
	915 South Mooney Blvd.	Address:	340 E. Kern
	Visalia, CA 93277		Dinuba, CA 93618

A. COLLEGE COURSE DESCRIPTION:

OH 11 is an introductory course in commercial floristry that covers the various phases of floral design. Through floral design, students shall develop an awareness of ways in which people throughout the ages and in different cultures have used floral arrangements to enhance their lives through artistic expression. Material and design as they relate to cultural practices will be integral to this course.

B. UNITS: 3 units

HOURS/CREDITS: 10 CREDITS

C. PREREQUISITES: AG SCIENCE

D. REQUIRED CONTENT FOR ARTICULATION (edit as appropriate):

1. Introduction to the floral industry
2. History of floral design
3. Care and handling of cut flowers
4. Materials and supplies used in floral design
5. The principles and elements of floral design
6. Mechanics of floral design
7. Dried and silk floral designs
8. Themes and accessories
9. Corsages
10. Foliage plants
11. Dish gardens
12. Floral orders
13. Pricing of floral designs
14. Use of technology in floral industries

E. REQUIRED COMPETENCIES (PERFORMANCE OBJECTIVES) FOR ARTICULATION:

1. Correctly condition and handle cut flowers, greens, and foliage plants used in the floral industry
2. Select and correctly use florist tools, equipment and materials
3. Identify flowers, greens, and foliage plants used in the floral industry
4. Demonstrate and understanding of basic floral design theory
5. Construct basic floral products for display or resale
6. Construct a minimum of five different kinds of floral arrangements
7. Construct a minimum of five different kinds of corsages
8. Describe floral designs and styles from different historical periods
9. Select containers appropriate for flowers and floral design
10. Decorate foliage plants in a manner that meet industry standards
11. Demonstrate the correct care and handling of foliage plants
12. Select materials and construct a terrarium/dish gardens
13. Calculate the cost of a floral design and apply appropriate mark-up to determine its sales price
14. Successfully complete an order for a telephone, wire, or walk in customer
15. Demonstrate the correct uses of business machines and wire services/internet used in the floral industry.

Agreement Tracking # _____
[Office use only.]

F. METHODS FOR END-OF-COURSE ASSESSMENT:

Written Exam
Flower/Plant/Material ID
Design Practicum & Rubics – throughout course

G. PROCEDURES AND/OR CRITERIA FOR COURSE ARTICULATION:

1. The high school teacher will enter the articulated course in the CATEMA online database via the Tech Prep website. Students will enroll in the course via CATEMA.
2. When the student has passed the approved end-of-course assessment with a B or better, the high school teacher will recommend students for credit on CATEMA.
3. Upon entering COS, students will discuss with their COS counselor the next higher course in the career path after reviewing their high school transcripts.
4. Earned credit will be assigned upon successful completion of one semester (3 units) at College of the Sequoias ("C" or better). The students recommended for credit will be entered into the Banner Records system at College of the Sequoias.
5. Students must complete one semester (3 units) at College of the Sequoias within two years of the issuance of their articulation certificate to receive credit for an articulated class.




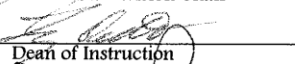
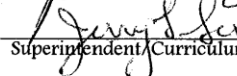
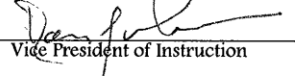
H. TEXTBOOKS OR OTHER SUPPORTING MATERIALS (INCLUDING SOFTWARE):

Required – The Art of Floral Design – Norah T. Hunter
Supplemental – Floriculture, Designing, and Merchandising – Charles Griner

Agreement was based on Statewide Career Pathways Project template: Yes No

Name of Template used: Beginning Floral Design

This agreement will be reviewed annually.

HIGH SCHOOL/ROP/DISTRICT SIGNATURE		COLLEGE SIGNATURES	
	2/19/08		1-14-08
Faculty/Department Chair	Date	Instructor/Division Chair	Date
	2-19-08		2-26-08
Principal	Date	Dean of Instruction	Date
	2/22/08		4/3/08
Superintendent/Curriculum Coordinator	Date	Vice President of Instruction	Date

Agreement Tracking # _____
[Office use only.]



Blank Articulation Agreement Form

STANDARD SECONDARY and ROCP ARTICULATION AGREEMENT

Date Approved: _____

College Course Name/#	High School Course Name/#
Community College	High School/ROP/District
Address	Address

A. COLLEGE COURSE DESCRIPTION:

B. UNITS:

HOURS/CREDITS:

C. PREREQUISITES:

D. REQUIRED CONTENT FOR ARTICULATION:

E. REQUIRED COMPETENCIES (PERFORMANCE OBJECTIVES) FOR ARTICULATION:

F. METHODS FOR END-OF-COURSE ASSESSMENT:

G. PROCEDURES AND/OR CRITERIA FOR COURSE ARTICULATION:

H. TEXTBOOKS OR OTHER SUPPORTING MATERIALS (INCLUDING SOFTWARE):

***Agreement was based on a Statewide Career Pathways Project articulation template:**

Yes No

Template Name: _____

This agreement will be reviewed periodically. It will next be reviewed _____

APPROPRIATE SIGNATURES

Name	Signature	Title/Position
Name	Signature	Title/Position
Name	Signature	Title/Position
Name	Signature	Title/Position



List of Statewide Career Pathways Templates

* Template is currently in draft form / ** Template is listed under multiple disciplines.

Draft templates are not posted on the website – please email info@statewidepathways.org for a copy.

Agricultural and Natural Resources

Beginning Floral Design
 Introduction to Agricultural Business
 Introduction to Agricultural Computer Applications
 Introduction to Animal Science A & B*
 Introduction to Environmental Horticulture
 Landscape Design
 Landscape Maintenance
 Veterinary Science I*

Arts, Media and Entertainment

Digital Image Manipulation
 Fundamentals of Video Game Design
 Introduction to Graphic Design
 Introduction to Photography
 Introduction to Stagecraft Technology
 Introduction to Web Design**
 Introduction to Web Design/Dreamweaver*
 Video Field Production
 Video Studio Production
 Web Site Production**
 Traditional Animation
 Print Production*
 Screen Printing*
 2D Animation
 3D Modeling and Animation

Building Trades and Construction

Introduction to Construction
 Introduction to Surveying
 Introduction to Sustainable Construction
 Sustainable (Green) Construction
 Woodworking Tools and Machinery

Design Drafting

Introduction to Design Drafting
 Introduction to Design Drafting Using CAD

Engineering

Aerospace Engineering
 Biotechnical Engineering
 Civil Engineering and Architecture
 Computer Integrated Manufacturing
 Digital Electronics
 Engineering Design and Development
 Engineering Fundamentals

Engineering cont.

Introduction to Electricity and Electronics*
 Introduction to Engineering Design
 Introduction to Geospatial Technology: GIS, RS, GPS
 Principals of Engineering
 Principals and Applications in Robotics Technology

Energy and Utilities

Introduction to Energy
 Introduction to Environmental Science and Technology
 Introduction to Solar Energy*

Fashion and Interiors

Careers in the Fashion Industry
 Fashion Merchandising*
 Fashion Show Production*
 Interior Design Fundamentals
 Sewing/Clothing Construction

Finance and Business

Computer Applications**
 Introduction to Accounting (Bookkeeping)
 Introduction to Business
 Introduction to Personal Finance/ Money Management
 Keyboarding**
 Real Estate Principals
 Word Processing**
 10 Key Using Computer Keypad**

Health and Human Services

Acute Care Certified Nursing Assistant
 Basic Biotechnology
 California State Dental Radiation Safety Certification
 Dental Infection Control
 ECG-EKG Monitor- Telemetry Technician
 Emergency First Responder
 Home Health Aide
 Introduction to Gerontology*
 Introduction to Medical Assisting
 Introduction to Sports Medicine*
 Kinesiology, Strength, and Conditioning*
 Medical Terminology
 Nursing Assistant

Hospitality, Tourism and Recreation

Culinary Arts, Introduction to Culinary Arts/
Basic Food Production/ Introduction to
Foodservice and Hospitality
Introduction to Hospitality

Information Technology

A+ and IT Essentials
BASIC Programming
C Programming
C++ Programming
CISCO Discovery I
CISCO Discovery II
CISCO Exploration I
Introduction to Computer Information
Systems/Applications
Introduction to Programming
Introduction to Web Design**
Java Programming
MCSE- Client/Workstation Administration
Network +
Web Site Production**

Machining/CAM

Computer-Aided Manufacturing
(CAM)/Machining
Introduction to Machining Fundamentals
Introduction to Oxy Fuel Processes
Introduction to Metal Arc Welding

Office Technology

10-Key Using Computer Keypad**
Computer Applications**
Keyboarding**
Word Processing**

Public and Private Education Services

Child Growth and Development (Updated)
Early Care and Education Field Experience
(Updated)

Public Services

Introduction to Fire Protection
Introduction to Forensic Investigation
Patrol Procedures

Retail and Wholesale Trade

E-Commerce/Virtual Enterprise
Entrepreneurship/Small Business
Management
Global Marketing
Introduction to Retail
Principals of Marketing

Transportation

Advanced Electronic Systems
Advanced Engine Performance
Automotive Painting and Refinishing
Basic Electronic Systems
Basic Engine Performance
Brakes
Introduction to Alternative Fuels*
Introduction to Automotive Technology
Introduction to Collision Repair
Introduction to Diesel Engines*
Introduction to Heavy Duty Brake Systems*
Introduction to Heavy Duty Preventative &
Inspection PMI*
Non-Structural Analyst and Repair
Small Gas Engines- Introduction to Diesel
Engines
Small Gas Engines- Introduction to Internal
Combustion Engines
Small Gasoline Engines
Steering and Suspension System