Teacher Yearly Activation Packet

Welcome to CCS Dual Credit through Career Technical Education (CTE) articulations.

We are excited to offer this unique opportunity to your students in partnership with you and your district where they can earn college credit while in high school.

In order to provide college credit, the following documentation is needed to be completed each year by every participating teacher. Please have this completed and submitted **within 30 days** of the start of your course. This allows the college to have your articulated course activated in SERS to ensure your students receive college credit. Failure to meet this deadline could result in your course articulation being deactivated.

If you have any questions, please reach out to us at the contacts at the bottom of the page.

Required Documentation

- High School Course Verification Form (attached)
- Course Syllabus only IF
  - New Teacher
  - Edits/Updates to Syllabus

Spokane Community College	**Spokane Falls Community College**
1810 Green St, MS 2151	3410 W Whistalks Way MS 3011
Spokane WA 99217-5399	Spokane WA 99224-5288
SCC.CTE@scc.spokane.edu	sfcc.ctedualcredit@sfcc.spokane.edu
509-533-8062	509-533-3134

HIGH SCHOOL COURSE VERIFICATION
To be completed EVERY SCHOOL YEAR by High School Instructor

Community Colleges of Spokane

**To be completed EVERY SCHOOL YEAR
by High School instructor teaching Dual Credit eligible classes**

First Name: _____ Last Name: _____

High School: _____ District: _____

High School Address: _____

Phone: _____ Ext: _____ Email: _____

List high school classes or sequence of classes.

College Course Name & Course Number	HS Class Name	Course Length
		☐ Sem 1 ☐ Sem 2 ☐ Yearlong
		☐ Sem 1 ☐ Sem 2 ☐ Yearlong
		☐ Sem 1 ☐ Sem 2 ☐ Yearlong
		☐ Sem 1 ☐ Sem 2 ☐ Yearlong
		☐ Sem 1 ☐ Sem 2 ☐ Yearlong
		☐ Sem 1 ☐ Sem 2 ☐ Yearlong

UNDERSTANDING AND RESPONSIBILITIES

By signing this form, I understand that I am responsible for the following:
- **Teaching 100% of competencies outlined in the articulation agreements with CCS**
- **Informing students of the Dual Credit opportunity** (see statement that must be included in syllabus)
- **Schedule a day for CCS to come out and assist with course registration** (SERS, etc.)
- **Submitting grades into the online registration system or other required process**

REQUIRED SIGNATURES

Career and Technical Education (CTE)

CTE Instructor Print   Signature   Date

CTE Director Print   Signature   Date

By signing this High School Request Form, the CTE director is verifying that the teacher(s) listed above are CTE certified with the proper V codes to teach in that particular discipline.

Syllabus Template

When configuring your syllabus, please include the following:

1. Course Name & Number

2. Course Description

3. Course Learning Outcomes

4. Methods of Instruction

5. Competencies and Skills

6. Course Prerequisites (Only include if applicable)

7. Grading

8. Assessment

9. Important Course Policies

10. Course Outline

11. College CTE Dual Credit Program Statement
*This is MANDATORY. The following paragraph MUST be included somewhere on your syllabus.

This course is CTE Dual Credit approved and articulated with CCS. Students who demonstrate proficiency of the college course competencies by receiving the appropriate grade for EACH semester enrolled in the articulated high school class, may earn college credit through the College CTE Dual Credit program. Only students who meet deadlines, eligibility requirements, and successfully complete the course with a grade of 2.0 or higher will be awarded college credit. Participation in the CTE Dual Credit program is voluntary. High school students registered in the Student Enrollment Reporting System (SERS) for CTE Dual Credit will follow CCS student policies for transcription of credit as the high school grading system may not exactly align with the College's. Credit and/or grades will not be removed once they have been transcribed.
[+]If your class requires a practical exam from SCC Faculty before credit is awarded, please state here.
Students may earn college credit for the following college course(s) upon successfully completion of the course: (Course Prefix and Number) (Course Name) (Number of Credits)