



2022-2023

Articulation Handbook

Northwood Technical College



NorthwoodTech.edu
800.243.9482

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INTRODUCTION AND WELCOME

Thank you for your commitment to enriching your students’ educational pathways by providing them the opportunity to earn Northwood Tech credits while still in high school. Together, we can provide experiences that better prepare students for post-secondary success.

Articulation agreements are developed, reviewed, and finalized as a collaborative process that is outlined in this document. In this handbook you will find detailed information on articulation options, credentialing requirements for teachers, and a complete list of Northwood Tech courses available for articulation.

As part of an agreement between Wisconsin’s sixteen technical college districts, articulated credit is transferable to other technical colleges provided they offer similar courses. In addition, the University of Wisconsin System and other colleges have transfer credit agreements with Northwood Tech that may allow a student to obtain university credit for coursework successfully completed through articulated agreements. Students should contact the college they are planning to attend for verification that coursework will transfer.

We also invite you to view current and past articulation agreements on our website at:
<http://www.northwoodtech.edu/admissions/preparing-for-college/information-for-high-school-staff/advanced-standing-dual-credit>.

Again, thank you for your commitment to helping students make an easy transition to Northwood Technical College. We look forward to working with you.

All inquiries should be directed to the Articulation Team:

Staff Member	Position	Email Address	Responsibilities
Jeanne Germain	Dean of Manufacturing, Apprenticeships, & K12 Relations	jeanne.germain@northwoodtech.edu	Develops & Maintains Partnerships
MaKayla Kuhn	Career Prep Assistant	makayla.kuhn@northwoodtech.edu	Transcripted Credit, Registrations and Grades
Natalie Landgreen	Career Prep Technician	natalie.landgreen@northwoodtech.edu	Articulation Agreements, Contracts, Career Prep Events
Eric Lockwood	Director, Apprenticeships & Academies	eric.lockwood@northwoodtech.edu	Credentiailling, Academies, Articulations
Randy Schullo	Dual Credit Mentor	randy.schullo@northwoodtech.edu	Assists & Supports Dual Credit Teachers as Liaison

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NEW ARTICULATION AGREEMENT PROCESS AND TIMELINE

22-23 Schedule (Target Dates)	Activity	Responsibility of:	
		High School	Northwood Tech
Friday, September 9	<ul style="list-style-type: none"> Dual Credit Day notice, articulation handbook, and application link sent to high school instructors 		Career Prep Technician
Monday, September 19	<ul style="list-style-type: none"> Deadline for high school instructors to: Complete Northwood Tech application w/required documentation & RSVP for Dual Credit Day 	High School Instructors	
By Monday, September 26	<ul style="list-style-type: none"> Reviews application materials to determine if instructors meet credentialing requirements; communicates results High school instructors provided with: <ul style="list-style-type: none"> Teacher articulation eligibility (transcribed credit or advanced standing) and instructions regarding curriculum Course checklists Dual Credit Day schedule 		Credentialing Manager, Career Prep Technician
Friday, September 30	<ul style="list-style-type: none"> Deadline for high school instructors to submit completed AS checklists and portfolios (if AS Option 2 selected) 	Advanced Standing High School Instructors	
By Wednesday, October 7	<ul style="list-style-type: none"> Northwood Tech Mentors assigned to HS instructors and scheduled for Dual Credit Day Completed Articulation Checklists forwarded to mentors 		Academic Program Deans, Career Prep Technician
By Friday, October 14	<ul style="list-style-type: none"> Deadline for mentors to seek additional information from AS instructors if checklists were incomplete 		Northwood Tech Mentors
Friday, October 21 Dual Credit Day	<ul style="list-style-type: none"> Participate in Northwood Tech Dual Credit Day to initiate new and/or review existing dual credit agreements for the <u>following school year</u>. Articulation Checklists are reviewed, signed, and submitted. If not ready for signature, document what is needed and submit. 	High School Instructors and Administrators High School Instructors	DC Mentors, Academic Deans, Career Prep Staff, Northwood Tech Mentors
By Friday, December 30	<ul style="list-style-type: none"> Articulation Checklists are completed, and Advanced Standing forms are signed and submitted. (If not done on Dual Credit Day.) 	High School Instructors	Northwood Tech Mentors, Career Prep Technician
By Monday, January 30	<ul style="list-style-type: none"> Agreements are finalized, signed, and distributed to High School instructors 		Career Prep Technician

CLASSROOM VISITS BY NORTHWOOD TECH CAREER SPECIALISTS

Northwood Tech Career Specialists can visit high school dual credit classes to help students understand the importance of college coursework and grading on a college transcript, provide information on the transferability of the dual credit course to Northwood Tech and other colleges, and discuss various career pathways and options related to the course in which they are enrolled.

To have a Career Specialist visit with your students, please contact CareerSpecialists@northwoodtech.edu.

ARTICULATION OPTIONS GUIDE AND TERMINOLOGY

Terminology	Advanced Standing	Transcripted Credit
DEFINITIONS	Advanced Standing courses are taught in the high school by licensed teachers. Courses must meet 80% of Northwood Tech competencies. Students may earn college credit upon successful course completion with a grade of “B” or better and enroll at Northwood Tech.	Transcripted Credit courses are taught in the high school by high school licensed teachers certified to teach college curriculum. Transcripted Credit courses use 100% of Northwood Tech learning competencies and grading policies. Using the same textbooks is recommended. Students earn both high school and Northwood Tech credit upon successful course completion with a grade of “C” or better.
RELATIONSHIP BETWEEN HIGH SCHOOL AND TECHNICAL COLLEGE COURSES	High school course(s) or competencies are determined to be equivalent or comparable to a technical college course. Agreements require a minimum of a 3.0 grade point on a 4.0 scale for students to earn credit. High school grading policies and standards are followed. No limit regulated. High school receives FTE.	All Transcripted Credit courses <u>must</u> meet 100% of Northwood Tech learning competencies and grading policies. Using the same textbooks is recommended. Technical college curriculum is taught to high school students. No limit regulated. Students earn both high school credit and technical college credit simultaneously. Technical college grading policies and standards established in the agreement are followed. High school receives FTE. Limited funds <u>may</u> be available to help defray the cost of textbooks for new Transcripted Credit courses.
TEACHER CREDENTIALING REQUIREMENTS	High school teacher with current DPI license in the related area of instruction teaches the course and is paid by the high school.	A high school teacher with current DPI license in a related area granted WTCS articulation certification, or WTCS certified technical college instructor teaches the course and is paid by the high school. (See next page.)
LOCATION	High School is responsible for course facilities.	High School is responsible for course facilities.
DOCUMENTATION	School district maintains student transcript. Technical college credit for prior learning is awarded to the student after the student’s transcript is compared with the agreements posted on the College web site to determine credit.	Technical college maintains the student’s transcript for technical college course work. The school district maintains the student’s transcript including high school and technical college course work.
DATA REPORTING	School districts receiving Perkins funds are required to report current articulation in the Vocational Education Enrollment Reporting System (VEERS).	The technical college reports the course in the WTCS Client Reporting System.
AGREEMENT / COSTS	Involves a written articulation agreement. No fees are charged to the student or school district.	Involves a written contractual agreement and cost-neutral arrangement between a school district and a technical college.
3-YEAR REVIEW	All agreements will be reviewed every three years to ensure that the integrity of course credit is maintained and curriculum is updated as necessary.	
TRANSFER TO ANOTHER WTCS TECHNICAL COLLEGE	According to the Credit for Prior Learning policy (Educational Services Manual 12.10.5), technical college credit awarded for high school coursework covered by an articulation agreement at the originating technical college shall be accepted as credit toward completion of a comparable course or courses by the receiving technical college.	All courses taken for technical college credit appear on a student’s transcript and shall be transferrable to other technical colleges that have the same program.

TRANSCRIPTED CREDIT RESPONSIBILITIES

Teachers of Northwood Tech Transcribed Credit coursework are expected to complete the following:

1. Submit an electronic Northwood Tech job application.
<https://phg.tbe.taleo.net/phg03/ats/careers/v2/viewRequisition?org=JHQB64&cws=40&rid=235>
2. Take responsibility for overseeing registration of students who wish to enroll in the Northwood Tech Transcribed Credit course. **Submit registrations no later than two weeks after the course start date.**
3. Review class roster to verify all high school students who wished to enroll for Transcribed Credit are listed. **Any additions or changes must be submitted within two weeks of receipt of the class roster.**
4. Work with the Northwood Tech Dual Credit Mentor to assure the content, rigor, and evaluation standards of the Northwood Tech course are being met.
5. Upload a copy of the current syllabus to SharePoint folder.
6. Ensure all students who wish to receive transcribed credit for a class be registered (using the Northwood Tech Registration Form) at or near the start of a transcribed credit class. **Students cannot be registered for a class once it has been completed.**
7. **Submit final grades, using the Northwood Tech grading policy, within five days of the course end date.** Northwood Tech's new registration process is facilitated by MaKayla Kuhn, Career Prep Assistant. Please email MaKayla with any questions at makayla.kuhn@northwoodtech.edu.

See page 5 for the **Substitute Policy Related to Dual Credit Instruction at the High School.**

Northwood Tech Grading Scale, Grading Policy, Dropping Students & Transcript Information

1. All dual credit course grades must:
 - be calculated using Northwood Tech's grading scale (see grade scale listed below)
 - reflect comparable (if not the same) assessment strategies and level of rigor
 - be measured by achievement of the course objectives only (attendance, effort, and extra credit should not be a factor)
 - reflect a letter grade and not a percentage
2. Northwood Tech will enter the student's final course grade (provided by the Transcribed Credit teacher) to their Northwood Tech student record. Students earning a grade of F will receive a grade of TCU (transcribed credit unearned).
3. Northwood Tech will allow student drops from dual credit classes up until 80% of the class is completed. The latest date to drop students will be listed on the class rosters and registration forms provided by the Career Prep Assistant. **It is highly recommended to drop a student (prior to the drop deadline) rather than the student receiving a grade lower than C on their transcript (due to potential financial aid repercussions later).**
4. All transcribed credit students will receive information from Northwood Tech on how to obtain a Northwood Tech transcript near the end of the school year. Transcript information can also be found at: <https://www.northwoodtech.edu/transcript>.

Northwood Tech Grading Scale			
Letter Grade	Description	Grades Scored Between	Grade Points/Credit
A	Excellent	94.5 and 100%	4.00
A-		92.5 and less than 94.5%	3.67
B+		90.5 and less than 92.5%	3.33
B	Above Average	86.5 and less than 90.5%	3.00
B-		84.5 and less than 86.5%	2.67
C+		82.5 and less than 84.5%	2.33
C	Average	79.5 and less than 82.5%	2.00
C-		77.5 and less than 79.5%	1.67
D+		75.5 and less than 77.5%	1.33
D	Below Average	71.5 and less than 75.5%	1.00
D-		69.5 and less than 71.5%	0.67
F	Failure	0 and less than 69.5%	0.00

SUBSTITUTE POLICY FOR TRANSCRIPTED CREDIT INSTRUCTION AT THE HIGH SCHOOL

It's expected that the primary instructor teaches transcribed credit courses from start to finish.

Long-term substitutes for transcribed credit courses **MUST** meet credentialing requirements and complete application materials if either of the following situations apply:

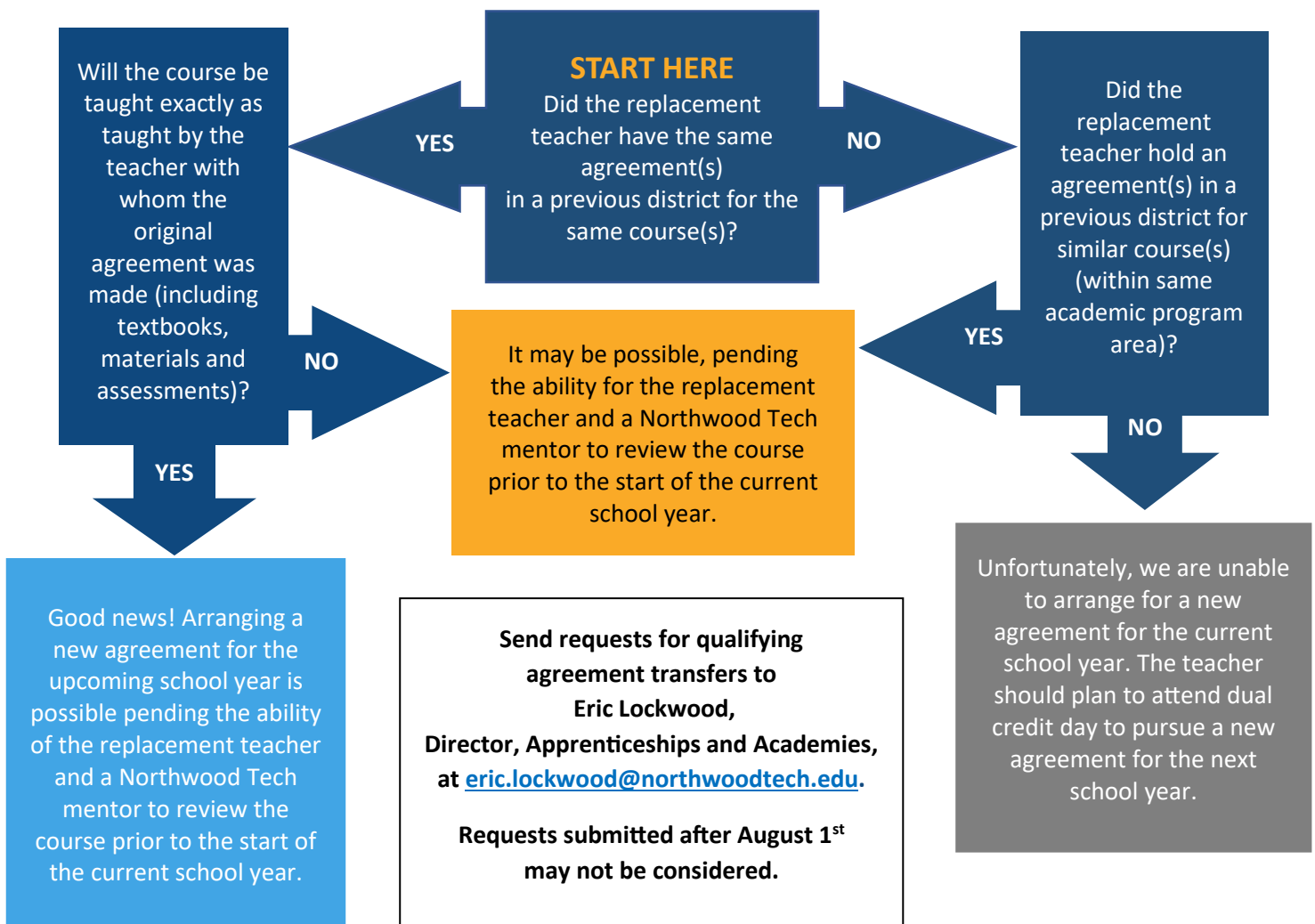
- The substitute teaches more than 25% of the course
- The substitute assigns the final grade for the course

If either of the above apply:

- The substitute must complete all application materials prior to students registering for the course(s) and, if approved for transcribed credit, meet with a Northwood Tech mentor for the course(s).
- If the long-term substitute is not approved for transcribed credit, the course will be reduced to Advanced Standing for the term.

TEACHER TRANSFER POLICY

If there is a new teacher for courses included on your district articulation agreement, refer to the chart to determine whether the agreements can be continued for the current school year.



CREENTIALING REQUIREMENTS FOR PART-TIME INSTRUCTORS

High school instructors who teach Transcribed Credit courses must meet the same credentialing requirements as part-time Northwood Tech Instructors.

NOTE: All K12 instructors are required to hold a bachelor's degree for DPI licensure.

Course Type	Academic Requirements	Occupational Experience
<p>Program Courses</p>	<p>Bachelor's degree or higher in required discipline</p> <p>OR</p> <p>Bachelor's degree in any discipline AND one of the 4 listed below:</p> <ol style="list-style-type: none"> 1. At least 2 years (4000 hours) of verifiable, professional experience directly related to the course(s) they are being hired to teach 2. at least 1 year (2000 hours) of verifiable, professional experience and 2 years of verifiable teaching experience at the secondary or post-secondary level in a field directly related to the course(s) they are being hired to teach 3. at least eighteen college credit hours earned in the academic discipline area 4. appropriate certifications or licenses relevant to the course they are teaching as defined by the academic department/unit <p>OR</p> <p>At least 2 years (4000 hours) of verifiable, professional experience directly related to the course(s) they are being hired to teach AND appropriate degrees, certifications, or licenses relevant to the course they are teaching as defined by the academic department/unit</p> <p>OR</p> <p>Can demonstrate regional, national, or international recognition for excellence in the field in which they are being hired to teach</p>	<p>A minimum of 2 years (4,000 hours) of occupational experience in a target job for the program or programs being taught, of which at least 1 year (2,000 hours) shall be within 5 years prior to the date of appointment.</p> <p>One year (2,000 hours) of related occupational experience may be waived if the occupational instructor has at least 2 years of post-secondary teaching experience in the appropriate occupational field within 5 years prior to the date of appointment.</p>
<p>General Studies Courses</p>	<p>Master's degree or higher in the required discipline or closely related field</p> <p>OR</p> <p>Master's degree or higher in any discipline AND at least 18 graduate credit hours in the required discipline or closely related field</p>	<p>n/a</p>

2022-2023 NORTHWOOD TECH COURSES AVAILABLE FOR ARTICULATION

Course descriptions can be found in the college catalog on our website at:

<https://www.northwoodtech.edu/about/news-and-publications/publications>

Northwood Course #	Northwood Tech Course Title	Credits	Course Hours	Career Area/Cluster
31080372	Crop Management	3	96	Agriculture
31080375	Farm Records and Analysis	3	96	Agriculture
31080374	Livestock Management	3	96	Agriculture
31080371	Soil Management	3	108	Agriculture
10614172	Architectural Drafting & Design 1 [STEM]	4	128	Architecture and Construction
10614170	Architectural Materials and Methods 1 [STEM]	3	64	Architecture and Construction
10614176	Architectural Technology 1 [STEM]	3	96	Architecture and Construction
10614177	Architectural Technology 2 [STEM]	2	64	Architecture and Construction
32410300	Cabinet & Furniture Making 1	5	160	Architecture and Construction
32410303	Construction Framing 1	4	128	Architecture and Construction
32410332	Drafting for Carpentry 1	5	160	Architecture and Construction
10103156	Adobe Photoshop	3	48	Business Management
10510135	Anatomy, Physiology & Disease Concepts	3	48	Business Management
10105125	Business Law	3	48	Business Management
10196145	Contemporary Business for Supervisors	2	32	Business Management
10196108	Customer Service	1	16	Business Management
10106127	Desktop Publishing	2	64	Business Management
10106110	Document Formatting	2	64	Business Management
10105100	Introduction to Business	3	48	Business Management
10104102	Marketing Principles	3	64	Business Management
10103162	MS Access A	1	32	Business Management
10103151	MS Excel A	1	32	Business Management
10103152	MS Excel B	1	32	Business Management
10103106	MS PowerPoint	1	32	Business Management
10103146	MS Word A	1	32	Business Management
10103147	MS Word B	1	32	Business Management
10307148	ECE: Foundations of Early Childhood Education	3	48	Family and Consumer Services
10307151	ECE: Infant & Toddler Development	3	48	Family and Consumer Services
10101101	Financial Accounting 1	4	80	Finance and Accounting
10101176	Financial Accounting 1A	2	32	Finance and Accounting
10101177	Financial Accounting 1B	2	48	Finance and Accounting
10114125	Personal Finance	3	48	Finance and Accounting
32801362	Advanced Communication Skills [TC ONLY]	3	64	General Studies
32801361	Applied Communications [TC ONLY]	2	64	General Studies
32804303	Applied Math [TC ONLY]	2	64	General Studies
32804325	Applied Technical Math 1 [TC ONLY]	3	96	General Studies
10804123	Math with Business Applications [TC ONLY]	3	48	General Studies
-	<ul style="list-style-type: none"> • Additional General Studies courses may be available on a case-by-case basis. • Visit Academic Programs/General Studies for a current listing. 			
10501107	Digital Literacy for Healthcare	2	48	Health
10501101	Medical Terminology	3	48	Health

Northwood Course #	Northwood Tech Course Title	Credits	Course Hours	Career Area/Cluster
10150170	Coding with Python [STEM]	2	48	Information Technology
10150139	IT Essentials & Security [STEM]	2	48	Information Technology
10152135	Program Logic [STEM]	3	48	Information Technology
10152101	Web Design & Development [STEM]	3	64	Information Technology
32420338	CAD Basics	1	32	Manufacturing
32420365	CNC Fundamentals	2	64	Manufacturing
32414335	DC Electricity [STEM]	3	96	Manufacturing
31442377	Flux Cored Arc Welding 1	2	64	Manufacturing
31442370	Gas Metal Arc Welding 1	3	96	Manufacturing
31442379	Gas Tungsten Arc Welding 1	2	64	Manufacturing
32420306	Machine Shop Theory 1	2	64	Manufacturing
31442376	Oxyfuel & Arc Cutting Processes	2	64	Manufacturing
32420321	Print Reading for Machine Trades	1	32	Manufacturing
31442321	Print Reading for Welding Trades	2	64	Manufacturing
31442373	Shielded Metal Arc Welding 1	3	96	Manufacturing
32442307	Welding for Mechanics	2	64	Manufacturing
32404375	Automotive Fundamentals	2	70	Transportation, Distribution and Logistics
31461310	Introduction to 12-Volt Electrical Theory	1	32	Transportation, Distribution and Logistics
31461312	Introduction to Hydraulics	1	32	Transportation, Distribution and Logistics

ACCEPTABLE ACCOMMODATIONS IN DUAL CREDIT CLASSES

Technical colleges and high schools both have independent legal obligations to students with disabilities. This means allowable accommodations can look different between high school and college. Since dual credit courses are actually college classes, the following information should be considered for students requiring accommodations (taken from [Dual Enrollment and Disability Services PPT](#)):

- College disability services staff do not provide the same services or perform the same functions as a high school special education teacher, case manager, or transition specialist
- It is possible that accommodations available to the student in the high school setting will not be allowable in college
- Specifically, accommodations should not fundamentally alter the essential components of the course
- The student's IEP team should help decide which accommodations are necessary to be successful in a Dual Enrollment Program

Commonly Approved at a College Level	May Not be Appropriate at College Level
Extra time on tests	Change in licensing or certification requirements
Reduced distraction testing environment	Modified attendance in certain programs
Access to additional technology (Smart pens, iPads, alternative textbooks)	Change in contents of an exam, unlimited time, or reduced possible answers
Tests read aloud by software	Personal care attendants
Peer note takers	Modified curriculum or course expectations
Preferential seating in the classroom	Extension of deadlines for assignments
Screen readers and audio textbooks	

For questions regarding transcribed credit class accommodations, please contact the Northwood Tech Accommodations Specialist, Heidi Diesterhaft at heidi.diesterhaft@northwoodtech.edu.

To search Northwood Tech programs and required classes: [Degree Programs and Certificates | Northwood Technical College](#)

NORTHWOOD TECH ARTICULATION AGREEMENT 3-YEAR REVIEW PROCESS/TENTATIVE TIMELINE

1. Syllabus Review
 - a. Teacher sends syllabus for dual credit course under review
 - b. Mentor reviews syllabus provided
 - c. If satisfied curriculum is current, mentor approves course and no further action is needed
 - d. If not satisfied curriculum is current, Mentor requests Artifact Review

2. Artifact Review
 - a. Teacher completes course checklist, providing artifacts for each learning objective
 - b. Mentor reviews artifacts provided
 - c. If satisfied curriculum is current, mentor approves course and no further action is needed
 - d. If not satisfied curriculum is current, Mentor requests Dual Credit Day meeting

3. Dual Credit Day Meeting
 - a. Teacher meets one-on-one with Mentor to discuss necessary changes to course
 - b. To retain Dual Credit status, teacher must comply with changes by start of next school year
 - c. If changes cannot be implemented, the review is not approved and the course is removed from the Articulation Agreement

