



***Wisconsin Technical College (WTCS)
Articulation/Dual Enrollment Guiding Principles and Protocol
High School Teachers Teaching WTCS Courses to High School Students***

High school teachers teaching transcribed credit courses shall follow the same guiding principles. If a college chooses to enforce additional requirements they may do so. The high school and the instructor need to work with the Technical College in their district. If that district cannot provide the dual enrollment program or courses need to be articulated, then the Career Prep Coordinator is asked to reach out to another technical college for assistance, and grant permission to that college to assist the school district.

1. The High School teacher must hold a current DPI license in the discipline in which he/she would like to teach and be employed as a secondary school instructor by a K-12 district *within the Wisconsin technical college district*. In addition, the high school instructor must meet the individual college's credentialing requirements. The established protocol is to stay within the district. An out of district protocol may be considered on a case-by-case basis by the instructional or student services vice president depending on the district or their designee with the involvement of the technical colleges Career Prep Coordinator. In cases where the *in district* technical college does not offer the course or program, or chooses not to develop an agreement, or cannot find a solution for a student, an out of district protocol may be developed through mutual agreement between the vice presidents.
2. Following the development of an articulation agreement, the high school instructor may teach a technical college course to students within their high school of the Technical College District.
3. A written contractual agreement between a school district and a technical college will be created as part of the articulation agreement. ***These agreements will be reviewed annually by the college and their partner.***

It is recognized that each college must have a plan in place to assure that the goal of student attainment of competency is met. The plan each college creates will assure that high school students have met the course competencies following successful completion of a WTCS transcribed credit course. The plan must include the following:

- WTCS college curriculum, textbooks or related materials and appropriate assessments will be utilized
- When needed, properly equipped laboratories will be in place
- A dialogue will take place to include the high school and the WTCS faculty, as well as the WTCS Career Prep Coordinator prior to the course being offered
- If at any time the articulation agreement is not meeting the needs of the parties involved, the agreement can be dissolved and considered again in the future

A documented evaluation process needs to be in place to assure the following:

- Teacher has demonstrated the ability to teach the competencies of the full WTCS course
- That the WTCS' college curriculum is being implemented and followed
- That appropriate assessments are being utilized to determine acquisition of the competencies.