



ARTICULATION REQUEST CHECKLIST

HIGH SCHOOL _____ HS INSTRUCTOR _____

PHONE _____ EMAIL _____

HS COURSE TITLE _____ LENGTH OF COURSE _____
Hours per week # of weeks

COLLEGE COURSE(S) REQUESTED FOR ARTICULATION _____

Visit the online CCC Course Catalog for a complete listing of course descriptions and options available for articulation:
http://www.clackamas.edu/uploadedFiles/Resources/PDFs/Documents/catalog_sections/08CourseDescriptions.pdf

College Course Outlines with important course information and Student Learning Outcomes are available for the course(s) you would like to pursue for alignment/articulation at the CCC Online Course Outline System: <http://webappsrv.clackamas.edu/courserequest/viewrequest.aspx>

In compliance with Oregon Dual Credit Standards, Clackamas Community College requires the following from high school teachers applying to grant college credit through the Advanced College Credit (ACC) Program.

Submit by email each of the following forms/documents to accinfo@clackamas.edu.

- Signed copy of the ACC Articulation Checklist (This Form).

Course Information:

- A Syllabus including CCC's student learning outcomes and all items on the ACC Syllabus Checklist.
- Student placement criteria – What prerequisites are in place and what grade levels take the course.
- Sample key assignments to support meeting the student learning outcomes - # of papers, research req'd.
- Attach a sample mid-term & final exam or project/portfolio to document students have met course reqs.
- Department Specific Requirements – See page 2 for additional information needed for specific depts.

Instructor Information:

- A current resume – list any relevant training and life experience
- Copies of official college transcripts (Bachelor's and Master's) – Copies of originals are fine.
Lower Division Transfer Instructors typically need a Master's Degree in the subject area, or a Master's degree and 24-30 credit hours of related graduate level coursework. (Alternative options may apply)
Career-Technical Instructors typically need a Bachelor's Degree and related Industry Experience or documentation of specialized training or experience.

For Department Specific Requirements – See page 2 for additional information.

HS INSTRUCTOR SIGNATURE _____ DATE SUBMITTED _____

HS ADMINISTRATOR SIGNATURE _____ DATE REVIEWED _____

Email Articulation Documents by May 20th for 2016-17 Articulation to accinfo@clackamas.edu

Department Specific Information to be submitted for the ACC Articulation Review:

Career-Technical Instructor Specialized training may include, but is not limited to, licensed apprenticeship programs, community college associate degree programs, and/or other professionally certified or licensed training. Instructors of professional/technical courses need an appropriate combination of education and experience for the course being taught.

CCC Dept.	Instructor Information	Curriculum Information
ART Fine Arts	Artist Statement 4-5 Slides/Pictures of Personal	5-10 Slides/Pictures of Student Work
Communications		Detailed information concerning research, reading and writing for speech prep. Include specifics for speech assignments: - How many speeches - What type of speeches? - Minutes for each speech? - Grading rubric for speeches
Health Sciences	EXPERIENCE: At least three years of work experience (5 years preferred) in the healthcare field with proof of health care knowledge and technical skills, trade, or vocations to be taught are required. Along with teaching students healthcare skills. EDUCATION: Master degree preferred. Bachelor's degree that is healthcare industry specific and/or certification or licensure which could include: LPN, RN, EMT, MT or MLT, RMA, PT, ATC, AMT, CMLA.	
Journalism		Include specifications for writing assignments: - How many and what type of articles? - How many words for each assignment? - What amount & type of research is required?
Math	Instructors of Math below 100 level will need a Bachelor's Degree in math and at least 1 year of Calculus.	
Music	List of performance experience (volunteer or professional) It may be possible to also consider extensive performance experience or work within the music industry to prove expertise and ability for college level instruction.	Include detailed information concerning the performance expectations and course schedule.
Nursing Assistant	Current, unencumbered license as a Registered Nurse (RN). Two years' of nursing experience. Teaching experience or educational preparation for teaching adults. Valid Driver's License	
Theatre Arts		Include detailed information concerning the performance assignments. How many and what type of performances?
World Languages	In World Languages it is also possible to show proficiency in other ways, such as fluency, travel, experience using the language, etc. Be sure to include any relevant documentation.	

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