



# Dual Credit Instructor Reference Guide

2018 – 2019  
Academic Year

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## An Overview of Transcribed Credit

Transcribed credit provides high school students the opportunity to earn **both** high school and college credit by taking an approved college-level course taught by a high school instructor at the high school during the traditional school day. Southwest Wisconsin Technical College (Southwest Tech) and district high schools partner to offer these courses to high school students through an annual written articulation agreement.

Transcribed credit courses may be taught the entire school year (two semesters) or in a single semester format (fall or spring). High school instructors are required to teach the Southwest Tech course competencies in full in the high school course, however, the high school instructor may include additional material if time permits.

Southwest Tech allows a variety of introductory associate degree or technical diploma level courses to be offered for transcribed credit. Pages 9-12 provide a current list of courses offered, requirements, and Southwest Tech mentor faculty contact information. Requests for new course agreements should be directed to Mary Johannesen, Southwest Tech Career Prep Coordinator.

## Teacher Certification Requirements to Teach Transcribed Credit Courses

Each instructor is required to submit (or currently have on file) a Southwest Tech faculty application and supporting documentation of credentials to teach transcribed credit courses. This application needs to be submitted only once during the instructor's career and will remain on file with Southwest Tech's Human Resources Department. The Southwest Tech faculty application can be found at <https://www.swtc.edu/forms/job-application>. A copy of the instructor's college transcripts and current DPI teaching license documenting subject areas in which he/she is approved to teach must be also submitted with the faculty application. Southwest Tech staff will annually verify current licensure using the DPI Educator Lookup website. A current list of required DPI certifications is on pages 9-12 of this document. Emergency DPI licensure will not be accepted for teaching transcribed credit courses. After submitting the application, the instructor will also need to call the Southwest Tech Human Resources Department with his/her date of birth and social security number, which is used by Southwest Tech's reporting system to link the instructor to the courses he/she is approved to teach.

For **Communications** courses, the high school teacher must have a current DPI license in the discipline of the transcribed credit course **AND** a master's degree or above in specific communication discipline (e.g. speech, writing, etc.) or related field **OR** a master's degree in another area and at least 18 graduate credits in specific communication discipline (e.g. speech, writing, etc.) being taught.

For **Math** courses, the high school teacher must have a current DPI license in the discipline of the transcribed credit course **AND** a master's degree or above in math or related field **OR** a master's degree in another area and at least 18 graduate credits in math.

For **Science** courses, the high school teacher must have a current DPI license in the discipline of the transcribed credit course **AND** a master's degree or above in specific science discipline being taught (e.g. biology, chemistry or physics) or related field **OR** a master's degree in another area and at least 18 graduate credits in specific science discipline (e.g. biology, chemistry or physics) being taught.

For **Social Science** courses, the high school teacher must have a current DPI license in the discipline of the transcribed credit course **AND** a master's degree or above in specific social science discipline (e.g. economics, psychology, or sociology) or related field **OR** a master's degree in another area and at least 18 graduate credits in specific social science discipline (e.g. economics, psychology, or sociology) being taught.

For **Career and Technical Education (CTE)** courses, including business and accounting, agriculture, technology and engineering education, and family and consumer science, the high school teacher must have a current DPI license in the discipline of the transcribed credit course **AND** a bachelor's degree or above in a related field **OR** an associate degree in a related field plus occupational experience (minimum of two years, or 4,000 hours, of which one year, or 2,000 hours, was within the last five years) to equal a bachelor's degree **OR** occupational experience only of 14,000 hours to equal a bachelor's degree.

#### **Professional Development Plan:**

If a current transcribed credit instructor does not have the required credential, the Human Resources staff will contact the high school teacher to establish a professional development plan to be fulfilled to continue the current transcribed credit agreement. A meeting will be arranged with the instructor to create a professional development plan outlining graduate credit progression goals, including an annual minimum credit attainment goal. The completion deadline is September 1, 2022. If graduate credit attainment goals are not met for the current year, a Southwest Tech representative will meet with the instructor and school administrator to determine a plan to meet credit goals. If the goals are not attained in the next year, Southwest Tech will notify the school district of the discontinuation of the transcribed credit course agreement for the following school year.

Agreements with instructors from K-12 districts outside of the Southwest Tech district may be considered on a case-by-case basis after the resident technical college district grants permission for that instructor and school district to work with Southwest Tech.

High school faculty are **required** to meet annually with Southwest Tech faculty and staff to review course curriculum and obtain transcribed credit instructor certification. Meetings for this purpose will be scheduled during the school year and/or summer. The high school faculty are also required to maintain a connection with their Southwest Tech mentor instructor to ensure that content, rigor and evaluation standards of the Southwest Tech course are being met. High school teachers and Southwest Tech instructors should communicate in person, by phone, or by email at least three times per school year.

## **Instructional Guidelines**

To ensure that students are meeting the required course competencies upon completion of the course, the high school teacher must teach 100% of the Southwest Tech course content.

- High school instructors will be provided Southwest Tech course curriculum, textbook information, and course assessment and grading information. These items must be used by the high school instructor teaching the course. Textbook substitution may be allowed with permission of the Southwest Tech instructor.
- Students enrolled in general education transcribed credit courses in the areas of communications, math, science, and social science will be required to take and pass a comprehensive final exam to earn transcribed credit with Southwest Tech. The final exam must meet the approval of Southwest Tech faculty to ensure that the exam meets college course

rigor. These exams will remain confidential.

- Instructors are able to add or supplement content and/or materials, but they should not remove any Southwest Tech course content/materials. Course competencies must be taught in full in the high school course.
- The textbook for the course should be the same as that used by Southwest Tech faculty, or an equivalent may be substituted with prior consent from the Southwest Tech instructor.
- A dedicated classroom space will be provided by the school district for the course to be taught during the scheduled class time.
- When needed, properly equipped laboratories will be in place.
- Courses may be taught either in a semester or year-long format, unless otherwise required by Southwest Tech.
- Courses must be taught face-to-face, are to be classroom-based, and instructor-led. Courses cannot be offered via independent study. For distance education courses, see “Offering Transcribed Credit Courses via Distance Learning Networks” on page 7.

## Instructional Review

The Southwest Tech faculty and/or deans will conduct a review of the instruction provided for the transcribed credit course to ensure the following:

- High school teacher demonstrates the ability to teach the competencies of the Southwest Tech course.
- The Southwest Tech course curriculum is being implemented and followed. High school teacher is using the textbook assigned to the course or the equivalent with prior approval from the Southwest Tech faculty.
- Appropriate assessments are being utilized to determine achievement of the competencies.
- Annual Instructional Review Checklist will be completed and submitted to the Southwest Tech Career Prep Coordinator (see page 16).

An on-site evaluation of each instructor will be conducted by a Southwest Tech faculty member or dean on a regular basis with a minimum of one visit every three years. Students will also complete an instructor/course evaluation upon completion of the transcribed credit course following the same evaluation process used for Southwest Tech faculty (see page 18).

In the event there are concerns regarding the instruction of a transcribed credit course:

1. The Southwest Tech dean/faculty should address the concerns with the Southwest Tech Career Prep Coordinator.
2. A discussion will occur between the Southwest Tech Career Prep Coordinator, the high school instructor and Southwest Tech dean/faculty. An assessment will be done to determine what corrective actions, if any, need to be implemented.
3. Southwest Tech Career Prep Coordinator will notify the respective high school principal of issues, as appropriate.
4. A corrective action plan will be developed and implemented, with monitoring by the Southwest Tech faculty if needed.
5. The transcribed credit agreement may be terminated if issues are not resolved.

## Logistics and Deadlines

### 1. **Submission of Transcribed Credit Course Request and/or Agreement Renewal Forms - Due July 1**

Transcribed credit course request form and syllabus/course outline for new agreement requests or agreement renewal forms and updated course syllabus for continuing agreements must be submitted no later than July 1 for each course planned to be offered for transcribed credit during the upcoming academic year to Mary Johannesen, Southwest Tech Career Prep Coordinator, at [mjohannesen@swtc.edu](mailto:mjohannesen@swtc.edu).

### 2. **Registration of Students**

Southwest Tech Career Prep Coordinator will visit each transcribed credit high school classroom by October 31 for year-long and fall semester courses and by February 28 for spring semester courses to discuss the transcribed credit opportunity and to assist students in completing the course registration process via the Southwest Tech Continuing Education Portal. **Students must register for the transcribed credit course at the beginning of the semester or school year in which they participate in and plan to complete the course. Southwest Tech will not allow students to register for the transcribed course/credit after the course and school year have ended.**

### 3. **Linkage to High School Class**

The Southwest Tech Career Prep Coordinator will visit high school transcribed credit classes a minimum of one time per semester/year depending on the length of the class. The Career Prep Coordinator will help students understand the importance of college coursework and grading on a college transcript, as well as reinforcing the rigor and expectations of the college course.

### 4. **Course Enrollment/Withdrawal**

High school instructors will be given access to Southwest Tech's LMS (Learning Management System), Schoology, to verify class members. **Each high school instructor is expected to view their course roster following course registration to confirm that all students who desire to earn the transcribed credit are enrolled.** High school instructors will inform enrolled students of the drop date for classes and confirm with students that they wish to remain enrolled and receive the grade as earned in the class posted on their Southwest Tech transcript, which becomes a part of the student's permanent record. It is the responsibility of the student to complete and submit a course change form if they desire to withdraw from the course within the approved drop period. Students are allowed to withdraw from the course until 80% of the class is completed.

### 5. **Submission of Southwest Tech Transcribed Credit Grades**

At the end of the transcribed credit course, high school instructors will submit their student's final course grades electronically through Schoology. After grades are complete in Schoology, there is a final submission through CAMS. Grades should be submitted within 10 days of the high school semester/year ending, or no later than February 10/June 20.

## Related Costs/Expenses of Transcribed Credit

**High Schools** are responsible for expenses related to the teacher's time and labor required to establish and maintain the agreement, learn the course, teach the course, register and grade students, and for the district's purchase of textbooks (if required). The school district will provide dedicated space for the class to take place during the scheduled class period. Transcribed credit instructors are required to use Southwest Tech's LMS, Schoology, for verifying course rosters and for submitting student final course grades to Southwest Tech. Instructors will be expected to complete a Schoology 101 orientation session.

**Southwest Tech** is responsible for the expenses related to the college instructor's time and labor to approve and evaluate teachers, identify courses and provide instructional support. The college also covers the expenses related to Southwest Tech staff to coordinate high school teacher transcribed credit certification for each high school teacher for every course, every year; to establish, write and maintain the service agreement; to enter the Southwest Tech high school course information in CAMS; to assist high school teachers with registrations and grading; and to monitor student records.

Per transcribed credit requirements, a contract will be drawn up between the high school and Southwest Tech. The contract will explain that Southwest Tech will charge the high school for the cost of student registrations and the high school in turn will charge Southwest Tech for the cost of instruction, which will be the SAME as the cost of student registrations. The approximate cost of the tuition for the 2018-2019 school year will be \$135.00 per credit. The number of credits per course will typically range from 1 – 4 credits, and each course will have additional material and activity fees which vary by course.

After all registration forms have been processed, Southwest Tech will generate a "reference only" billing invoice to the high school. There will be **no payment due**. The invoicing process is necessary in order to issue academic credit to the students. As a result of the "exchange of services" contract in which Southwest Tech provides the accredited curriculum and the high school provides the instructor and use of their facility, there are **no instructional charges** to the high school.

## Long-Term Substitute Teachers of Transcribed Credit Courses

In the case of long-term substitute teaching for a transcribed credit course, the substitute instructor must meet the same qualifications as the high school teacher with whom the original agreement was established. This includes possessing a current DPI license in the applicable discipline area and required educational credentials, as well as meeting with Southwest Tech faculty to ensure that approval has been granted by Southwest Tech and the appropriate paperwork is on file.

## Offering Transcribed Credit Courses via Distance Learning Networks

Southwest Tech may allow high schools to offer transcribed credit courses on a limited basis over distance learning networks (SRTNC, etc.), with the following guidelines:

1. Schools must have approval for the transcribed credit agreement from Southwest Tech **PRIOR** to listing the course in network course guides/catalogs,
2. High school teachers must inform Southwest Tech which high schools\* will be receiving the course,
3. All Southwest Tech requirements, curriculum and expectations must be met (laboratory requirements, etc.).

\*If students from outside the Southwest Tech district are enrolled in the course, prior approval from that school district's home technical college must be obtained for those students to enroll in and receive transcribed credit for the course through Southwest Tech.

Questions regarding offering courses over distance education networks should be directed to Mary Johannesen at [mjohannesen@swtc.edu](mailto:mjohannesen@swtc.edu).

## Accommodations for Students with Disabilities in Transcribed Credit Courses

Students with disabilities who receive high school accommodations/modifications may also receive accommodations while taking Southwest Tech courses for transcribed credit. Students taking transcribed credit courses provided by their high school are encouraged to contact Southwest Tech Disability Services staff to determine the accommodations allowed for the Southwest Tech course.

Students requesting accommodations for their transcribed credit course should complete an online "Accommodation Request Form" available at <https://www.swtc.edu/forms/accommodations-request-form>. Documentation supporting the student's disability should also be submitted to Disability Services. Once notified of a need for accommodations, Disability Services staff will work directly with the student using an interactive process to determine appropriate accommodations. Accommodations for the transcribed credit course will be provided in collaboration with the identified Special Education teacher. For questions, please contact Disability Services at [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu) or 608.822.2631.

1. Possible accommodations that may be approved depending upon the student need and disability include extended test time, taking the test in a reduced distraction area, utilizing text to speech software, or note-taking assistance.
2. Common accommodations allowed in the IEP that may not be allowed at the post-secondary level include modifying assignment length, eliminating answers or providing a word bank on a test, and using notes on tests unless this provision is being provided to the entire class.
3. Test questions can be read, but NOT explained.

## Recommended Verbiage to Include in High School Course Description Guides

High schools are asked to promote transcribed credit courses in their course description guides or registration handbooks. ***Transcribed credit agreements do not automatically carry over from year to year. Please keep this in mind when developing course description guides. If there is a change in instructor or with high school course content, a new agreement must be established.***

Southwest Tech recommends the following information be included in course description guides for courses that are approved for transcribed credit:

- Southwest Tech course title
- Southwest Tech course number
- Number of Southwest Tech credits students are eligible to earn
- A statement similar to the following: “Southwest Tech transcribed credit may be awarded for this course pending Southwest Tech's annual transcribed credit approval/reapproval process. Students enrolled in the course for Southwest Tech credit will be awarded a grade based on the grading scale established for the course. Students should consult with their high school teacher to determine whether he/she should enroll in the course for transcribed credit.”

## How Students Claim and Use Transcribed Credit Earned

After a student successfully completes a transcribed credit course, he/she is able to view course grades and print an unofficial transcript by logging in to his/her mySWTC student account and clicking on “My Transcript” in the menu on the left-hand side of the page. If needed, the student may request an official Southwest Tech transcript by following the instructions at <https://www.swtc.edu/student-resources/policies-procedures/transcripts>.

All transcribed credit courses are intended to prepare students for entry into programs at Southwest Tech, and most Southwest Tech transcribed credit courses apply directly to programs offered at Southwest Tech. Following high school graduation it is hoped that students will consider utilizing credit earned in high school by enrolling in a program of interest at the College. Southwest Tech also has many transfer agreements with four-year college partners for all associate degree programs allowing students to continue post-secondary studies to earn a Baccalaureate degree. Information on these opportunities can be found on Southwest Tech's website, <https://www.swtc.edu/academics/transfer-agreements/>.

Students may take a technical college transcript to another college and request, at minimum, elective credit for college credit earned through Southwest Tech when they are seeking admission. Students will need to advocate for themselves and the college credit they have already earned with their admissions advisor, registrar or records staff. Information specific to transferring of credits to other Wisconsin technical colleges or UW system schools may be checked through the Transfer Information System website at <https://www.wisconsin.edu/transfer/>. It is entirely at the discretion of the receiving institution as to how and if they will accept the credit earned at Southwest Tech.

## Transcripted Credit Course List\*

High school instructors requesting to teach transcripted credit courses must meet Southwest Tech qualifications as established for specific instructional areas by the Wisconsin Technical College System and the Higher Learning Commission. ***Transcripted credit course agreements must be renewed for every course every year. Transcripted credit course approval does not automatically carry over from year to year and is not transferable between teachers.***

The following is a list of the current courses for which transcripted credit agreements have been established.

Course Title Course Number Amount of Credit	Southwest Tech Certification Requirements	Southwest Tech Mentor Faculty Contact Information
<b>Agriculture</b>		
Agribusiness Management 10-006-163 3 Credits	200 Agriculture DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Paul Cutting 608.822.2467 <a href="mailto:pcutting@swtc.edu">pcutting@swtc.edu</a>
Animal Science 10-006-180 3 Credits	200 Agriculture DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Ryan Weigel 608.822.2655 <a href="mailto:rweigel@swtc.edu">rweigel@swtc.edu</a>
Consumer Equipment Maintenance & Repair 32-070-346 3 Credits	200 Agriculture DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	John Kvigne 608.822.2730 <a href="mailto:jkvigne@swtc.edu">jkvigne@swtc.edu</a>
Intro to Soils 10-006-116 3 Credits	200 Agriculture DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Paul Cutting 608.822.2467 <a href="mailto:pcutting@swtc.edu">pcutting@swtc.edu</a>
Plant Science 10-006-160 3 Credits	200 Agriculture DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Christina Winch 608.822.2744 <a href="mailto:cwinch@swtc.edu">cwinch@swtc.edu</a>
<b>Business and Management</b>		
Accounting I 10-101-111 4 Credits	250 Business Education and/or 281 Business & Office-Vocational DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Gary Christiansen 608.822.2443 <a href="mailto:gchristiansen@swtc.edu">gchristiansen@swtc.edu</a>
Accounting I-Part I 10-101-101 2 Credits	250 Business Education and/or 281 Business & Office-Vocational DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Gary Christiansen 608.822.2443 <a href="mailto:gchristiansen@swtc.edu">gchristiansen@swtc.edu</a>
Accounting I-Part 2 10-101-102 2 Credits	250 Business Education and/or 281 Business & Office-Vocational DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Gary Christiansen 608.822.2443 <a href="mailto:gchristiansen@swtc.edu">gchristiansen@swtc.edu</a>

Beginning Microsoft Access 10-103-111 1 Credit	250 Business Education and/or 281 Business & Office-Vocational DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Dave Birkelo 608.822.2441 <a href="mailto:dbirkelo@swtc.edu">dbirkelo@swtc.edu</a>
Beginning Microsoft Excel 10-103-106 1 Credit	250 Business Education and/or 281 Business & Office-Vocational DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Dave Birkelo 608.822.2441 <a href="mailto:dbirkelo@swtc.edu">dbirkelo@swtc.edu</a>
Business Law I 10-102-109 3 credits	250 Business Education and/or 281 Business & Office-Vocational DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Karyl Nicholson 608.822.2432 <a href="mailto:knicholson@swtc.edu">knicholson@swtc.edu</a>
Computer Applications 10-105-110 1 Credit	250 Business Education and/or 281 Business & Office-Vocational DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Dave Birkelo 608.822.2441 <a href="mailto:dbirkelo@swtc.edu">dbirkelo@swtc.edu</a>
Golf Course Design & Renovation 10-325-110 2 Credits	200 Agriculture DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Scott Kennedy 608.822.2437 <a href="mailto:skennedy@swtc.edu">skennedy@swtc.edu</a>
Introduction to Business 10-102-105 3 Credits	250 Business Education and/or 281 Business & Office-Vocational DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Paul Bell 608.822.2423 <a href="mailto:pbell@swtc.edu">pbell@swtc.edu</a>
Introduction to Digital Photography 10-203-131 3 credits	220 Technical Education DPI license Or 250 Business Education and/or 281 Business & Office-Vocational DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Katie Anderson 608.822.2647 <a href="mailto:kanderson@swtc.edu">kanderson@swtc.edu</a>
Marketing Principles 10-104-130 3 Credits	250 Business Ed and/or 285 Marketing Ed-Vocational DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Paul Bell 608.822.2423 <a href="mailto:pbell@swtc.edu">pbell@swtc.edu</a>
Personal Finance 10-102-151 1 Credit	250 Business Education and/or 281 Business & Office-Vocational DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Paul Bell 608.822.2423 <a href="mailto:pbell@swtc.edu">pbell@swtc.edu</a>
<b>General Studies</b>		
Applied Mathematics 31-804-305 2 Credits	400 Math Education DPI license Appropriate education credentials or tested experience Attend mandatory articulation meetings	Amanda Vissers 608.822.2615 <a href="mailto:avissers@swtc.edu">avissers@swtc.edu</a>
College Mathematics 10-804-107 3 Credits	400 Math Education DPI license Appropriate education credentials or tested experience Attend mandatory articulation meetings	Helen Mar Adams 608.822.2635 <a href="mailto:hadams@swtc.edu">hadams@swtc.edu</a>

College Technical Math 1A 10-804-113 3 Credits	400 Math Education DPI license Appropriate education credentials or tested experience Attend mandatory articulation meetings	Helen Mar Adams 608.822.2635 <a href="mailto:hadams@swtc.edu">hadams@swtc.edu</a>
College Technical Math 1B 10-804-114 2 Credits	400 Math Education DPI license Appropriate education credentials or tested experience Attend mandatory articulation meetings	Helen Mar Adams 608.822.2635 <a href="mailto:hadams@swtc.edu">hadams@swtc.edu</a>
Economics 10-809-195 3 Credits	710 Economics DPI License Appropriate education credentials or tested experience Attend mandatory articulation meetings	Karyl Nicholson 608.822.2432 <a href="mailto:knicholson@swtc.edu">knicholson@swtc.edu</a>
English Composition I 10-801-136 3 Credits	300 English DPI License Appropriate education credentials or tested experience Attend mandatory articulation meetings	Anne Otto 608.822.2434 <a href="mailto:aotto@swtc.edu">aotto@swtc.edu</a>
Fundamentals of Chemistry 10-806-109 2 Credits	610 Chemistry DPI License Appropriate education credentials or tested experience Attend mandatory articulation meetings	John Pluemer 608.822.2621 <a href="mailto:jwpluemer@swtc.edu">jwpluemer@swtc.edu</a>
General Anatomy & Physiology 10-806-177 4 Credits	605 Biology/Life Science DPI License Appropriate education credentials or tested experience Attend mandatory articulation meetings	John Pluemer 608.822.2621 <a href="mailto:jwpluemer@swtc.edu">jwpluemer@swtc.edu</a>
General Physics 10-806-154 4 Credits	625 Physics DPI License Appropriate education credentials or tested experience Attend mandatory articulation meetings	Amanda Vissers 608.822.2615 <a href="mailto:avissers@swtc.edu">avissers@swtc.edu</a>
Intro to Psychology 10-809-198 3 Credits	740 Psychology DPI License Appropriate education credentials or tested experience Attend mandatory articulation meetings	Chantel Hampton 608.822.2658 <a href="mailto:champton@swtc.edu">champton@swtc.edu</a>
Intro to Sociology 10-809-196 3 Credits	701 Broadfield Social Science and/or 745 Sociology DPI License Appropriate education credentials or tested experience Attend mandatory articulation meetings	Chantel Hampton 608.822.2658 <a href="mailto:champton@swtc.edu">champton@swtc.edu</a>
Introductory Statistics 10-804-189 3 Credits	400 Math Education DPI license Appropriate education credentials or tested experience Attend mandatory articulation meetings	Amanda Vissers 608.822.2615 <a href="mailto:avissers@swtc.edu">avissers@swtc.edu</a>
Oral/Interpersonal Communication 10-801-196 3 Credits	300 English DPI License Appropriate education credentials or tested experience Attend mandatory articulation meetings	Betsy Ralph-Tollefson 608.822.2656 <a href="mailto:tollefson@swtc.edu">tollefson@swtc.edu</a>
Speech 10-801-198 3 Credits	300 English and/or 320 Speech Communications DPI License Appropriate education credentials or tested experience Attend mandatory articulation meetings	Betsy Ralph-Tollefson 608.822.2656 <a href="mailto:tollefson@swtc.edu">tollefson@swtc.edu</a>
Written Communication 10-801-195 3 Credits	300 English DPI License Appropriate education credentials or tested experience Attend mandatory articulation meetings	Anne Otto 608.822.2434 <a href="mailto:aotto@swtc.edu">aotto@swtc.edu</a>

<b>Health, Education, and Public Safety</b>		
ECE: Foundations of Early Childhood Education 10-307-148 3 Credits	210 Family & Consumer Ed <b>AND</b> 211 Child Services DPI licenses Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Renae Blaschke 608.822.2459 <a href="mailto:rblaschke@swtc.edu">rblaschke@swtc.edu</a>
<b>Industrial Occupations</b>		
Automotive Maintenance 32-404-314 3 Credits	220 Technical Education DPI license Obtain/Maintain ASE Certification Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Tyson Larson 608.822.2602 <a href="mailto:tlarson@swtc.edu">tlarson@swtc.edu</a>
SMAW – Equipment 31-442-320 1 Credit	220 Technical Education DPI license and/or 200 Agriculture DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Jeff Midtlien 608.822.2725 <a href="mailto:jmidtlien@swtc.edu">jmidtlien@swtc.edu</a>
SMAW – Carbon Steel 31-442-321 1 Credit	220 Technical Education DPI license and/or 200 Agriculture DPI license Appropriate education credentials and/or related work experience Attend mandatory articulation meetings	Jeff Midtlien 608.822.2725 <a href="mailto:jmidtlien@swtc.edu">jmidtlien@swtc.edu</a>

\*The transcribed credit courses listed are not all-inclusive, and other courses may be considered at the request of high school instructors. The list of courses reflects those agreements that have been established to date.

## Questions?

For additional questions regarding transcribed credit, please contact Mary Johannesen, Southwest Tech Career Prep Coordinator, at 608.822.2367 or [mjohannesen@swtc.edu](mailto:mjohannesen@swtc.edu).

Transcribed Credit Instructor Reference Guide, including required forms, may be found on the Southwest Tech website at: <https://www.swtc.edu/academics/earn-credit-in-high-school>.

# Sample Transcribed Credit Agreement

## HIGH SCHOOL TRANSCRIPTED CREDIT AGREEMENT

Southwest Wisconsin Technical College

and

ABC High School  
High School

Accounting  
High School Course

Accounting I 10-101-111  
Southwest Tech Course

Various  
Southwest Tech Program(s)

\*\*\*\*\*

### Statement of Intent

The purpose of the Articulation Agreement is to facilitate the transition of students from the above named course at the secondary level into programs at Southwest Wisconsin Technical College, based on the achievement of competencies. Students are enrolled concurrently at the above named high school and Southwest Wisconsin Technical College in the course listed above. The undersigned agree that on completion of the above named secondary course, students have met the competencies required for the above named Southwest Tech course.

\*\*\*\*\*

We, the undersigned representatives of the institutions, agree to the terms of this Transcribed Credit Agreement for a period of one (1) year.

Southwest Tech

High School

\_\_\_\_\_  
Dean

\_\_\_\_\_  
High School Principal

\_\_\_\_\_  
Participating Instructor

\_\_\_\_\_  
Participating Instructor

\_\_\_\_\_  
Participating Instructor

\_\_\_\_\_  
Participating Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# New Transcribed Credit Course Request Form

Instructor Name: \_\_\_\_\_

High School: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

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**Courses Requested:**

1. Southwest Tech Course Name: \_\_\_\_\_

Southwest Tech Course #: \_\_\_\_\_

High School Course Name: \_\_\_\_\_

School Year Planned for Implementation: \_\_\_\_\_

Semester to be Offered: \_\_\_ Fall \_\_\_ Spring \_\_\_ Full Year Approximate # of Students: \_\_\_\_\_

2. Southwest Tech Course Name: \_\_\_\_\_

Southwest Tech Course #: \_\_\_\_\_

High School Course Name: \_\_\_\_\_

School Year Planned for Implementation: \_\_\_\_\_

Semester to be Offered: \_\_\_ Fall \_\_\_ Spring \_\_\_ Full Year Approximate # of Students: \_\_\_\_\_

3. Southwest Tech Course Name: \_\_\_\_\_

Southwest Tech Course #: \_\_\_\_\_

High School Course Name: \_\_\_\_\_

School Year Planned for Implementation: \_\_\_\_\_

Semester to be Offered: \_\_\_ Fall \_\_\_ Spring \_\_\_ Full Year Approximate # of Students: \_\_\_\_\_

**To Initiate Process for Requesting a New Course for Transcribed Credit, Return This Completed Form along with High School Course Syllabus/Outline to Mary Johannesen, Career Prep Coordinator, at [mjohannesen@swtc.edu](mailto:mjohannesen@swtc.edu). Requests for the Upcoming Academic Year Must be Submitted No Later than July 1.**

## Verification of Transcribed Credit Instructor Expectations

I understand the expectations for high school instructors teaching Southwest Tech transcribed credit courses as outlined in Southwest Tech's Transcribed Credit Instructor Reference Guide.

\_\_\_\_\_  
High School Instructor Printed Name

\_\_\_\_\_  
High School Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Johannesen, Southwest Tech  
Career Prep and Dual Enrollment Coordinator

\_\_\_\_\_  
Date

Please Sign and Return by July 1 to Mary Johannesen, Career Prep Coordinator, at [mjohannesen@swtc.edu](mailto:mjohannesen@swtc.edu).

# Transcripted Credit Course Annual Instructional Review Checklist

Instructor Name: \_\_\_\_\_

High School: \_\_\_\_\_

Email Address: \_\_\_\_\_

**I certify that my course(s) meets the following criteria:**

	YES	NO
1. I met with Southwest Tech faculty within the past year to discuss the Southwest Tech course curriculum.	_____	_____
2. I am teaching the complete Southwest Tech course curriculum including:		
• same content and course outcomes.	_____	_____
• same learning objectives.	_____	_____
• same competencies.	_____	_____
• same student mastery expectations.	_____	_____
• same evaluation process.	_____	_____
• same grading policy.	_____	_____
• same (or approved) assessments.	_____	_____
3. The textbook which is being used to teach this Southwest Tech course is the same or an agreed upon equivalent of the textbook used at Southwest Tech.	_____	_____
4. If computer software is required, the version being used at the high school is the same or acceptable.	_____	_____
5. Equipment and facilities at the high school are adequate or accommodations can be made.	_____	_____
6. I have met the transcripted credit instructor certification requirements and have submitted the transcripted credit instructor application and back-up documentation.	_____	_____
7. I have submitted a course syllabus utilizing the Southwest Tech WIDS syllabus for each course section taught.	_____	_____
8. I have read the Transcripted Credit Instructor Reference Guide and have submitted the Verification of Transcripted Credit Instructor Expectations form.	_____	_____

**If the answer to any of the above questions is “NO”, the course(s) does not meet transcripted credit course criteria. Please contact Career Prep Coordinator for further options or with questions.**

If you answered “YES” to all of the above questions, please sign and email form for processing. By signing this document, I certify that I will not use Southwest Tech curriculum for any purpose other than the transcripted course(s) I am approved to teach.

High School Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Complete and Return by July 1 to Mary Johannesen, Career Prep Coordinator, at [mjohannesen@swtc.edu](mailto:mjohannesen@swtc.edu).**

## Required Information for Scheduling Transcribed Credit Course Sections

Instructor Name: \_\_\_\_\_

High School: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**The following course section(s) will need to be scheduled in CAMS for the 20\_\_ - 20\_\_ school year:**

1. Southwest Tech Course Name: \_\_\_\_\_

Southwest Tech Course #: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Approximate # of Students: \_\_\_\_\_

2. Southwest Tech Course Name: \_\_\_\_\_

Southwest Tech Course #: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Approximate # of Students: \_\_\_\_\_

3. Southwest Tech Course Name: \_\_\_\_\_

Southwest Tech Course #: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Approximate # of Students: \_\_\_\_\_

4. Southwest Tech Course Name: \_\_\_\_\_

Southwest Tech Course #: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Approximate # of Students: \_\_\_\_\_

**For Approved Courses Only, Please Complete and Return by July 1 to Mary Johannesen, Career Prep Coordinator, at [mjohannesen@swtc.edu](mailto:mjohannesen@swtc.edu).**

# Instructor/Course Evaluation

Dear Southwest Tech Student,

Thank you for taking time to provide your honest feedback in evaluating this Southwest Tech course.

Your responses are completely anonymous and will not be associated with you in any way, nor will it affect your grades in this course. Information obtained from this survey will assist leaders throughout the College to improve instruction.

\*1. Please select the instructor and course that you are you are evaluating.

Instructor Name-Course  
 Instructor Name-Course  
 Instructor Name-Course  
 Instructor Name-Course

\*2. Student Characteristics:

Please rate each statement below.

	Always	Almost Always	Usually	Almost Never	Never
I was prepared to take this course with my previous coursework					
I read assigned text before attending class.					
I complete outside assignments before attending class.					
I regularly participate in classroom activities					
I attend all scheduled classes.					

\*3. Classroom Assessment:

Please rate each statement below.

	Always	Almost Always	Usually	Almost Never	Never
Instructor treats students with respect.					
Instructor is consistently prepared for class and/or lab.					
Instructor provides timely feedback on my progress on a regular basis.					
Course assignment supports my understanding of content and concepts.					
Instructor is available to students.					
Exams and/or assignments cover materials assigned and/or presented in class.					
Instructor maintains a classroom environment that engages the learner.					
Instructor demonstrates content knowledge of course material.					
Instructor is effective in delivering course content in a way that the student understands.					
Delivery of material is organized and understandable.					

4. Please add any additional comments you may have.

Thank you again for taking the time to give us your opinion!