# Guam's Career Pathway System
# Dual Credit Articulated Program of Study Agreement

## GUAM COMMUNITY COLLEGE/
## GUAM DEPARTMENT OF EDUCATION
*[Insert Postsecondary Program]*

## AND

## GUAM COMMUNITY COLLEGE
*[Insert Secondary Program]*

## *[Insert Month and Year]*

**Guam's Career Pathway System**
**Dual Credit Articulated Program of Study Agreement**

**GUAM COMMUNITY COLLEGE/**
**GUAM DEPARTMENT OF EDUCATION**
*Automotive Service Technology Program of Study*

**AND**

**GUAM COMMUNITY COLLEGE**
*Associate of Science in Automotive Service Technology Program of Study*

## I. Purpose

The purpose of this document is to provide a mechanism which will enable students who have completed a Guam Community College secondary Career and Technical Education (CTE) program, upon declaration of a major in a Guam Community College postsecondary program that is aligned with the secondary CTE program, to receive college credit.

## II. Procedures

A. **Scope of Articulation.** This Articulation Agreement is entered into between the Guam Community College's secondary program at GDOE and Guam Community College's postsecondary program. Acceptance of these credits toward a program of study at any other institution will be contingent upon the program and college requirements of the receiving institution.

B. **Term of Agreemen**t. The terms of articulation detailed in this document will remain in effect for five (5) years, or until August 2018. Continued articulation will be subject to annual reviews by faculty and other appropriate representatives from GCC to address curriculum and course changes. Faculty and other appropriate representatives from GCC will conduct an extensive review of possible substantive changes to articulation prior to the expiration of articulation.

C. **Number of Credits to be Awarded.** [*List the postsecondary course(s) and the amount of credits the student will be awarded and what they must complete and do to earn those college credits.*]

D. **Transferability of Credits.** As stipulated in this Agreement, credits awarded will transfer between Guam Community College's secondary program and Guam Community College's postsecondary program and may not be applicable to programs outside of this Agreement.

**III.Student Application Guidelines for Articulated Credits**

  A. **Student Eligibility.**  Students must declare their major in [*Insert program here*] Program of Study at Guam Community College to be eligible for the awarding of any articulated college credit.

  Students must acquire a Certificate of Mastery Application from a GCC Career Counselor and obtain all necessary signatures to ensure that all requirements towards grades and Work Experience hours have been met.

  B. **Timeline for Application.**  Students should apply for articulated credit by contacting the college counselor or program chair (see list of contact persons) in their first year of attendance at Guam Community College. Students will have 2 years after date of high school graduation to apply for articulated credits.

  C. **Table 1**

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**Dual Credit Articulated GCC/GDOE Secondary Program of Study and GCC Postsecondary Program of Study Courses Automotive Service Technology Program**

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| **GCC/GDOE Secondary Cluster Courses** |
| :---: |
| *[Insert secondary courses the students must complete with a "B" or better]* |
| **Students completing a Certificate of Mastery in [*type in your program here*] (which consists of completing the above courses with a "B" or better) and receiving a high school diploma can earn up to [*Insert the number of credits to be earned*] in the [*Insert your program name here*] postsecondary program at Guam Community College.** |
| **Guam Community College** |
| *[Insert the postsecondary courses and the amount of credits]* |

*Note:  Should the Guam Community College and/or Guam Department of Education course alphas and numbers change, but the course content and student learning outcomes remain the same, the conditions of the Articulation Agreement will be honored.*

**D. Crosswalk of Student Learning Outcomes (SLOs) for the program of study secondary courses and the program of study postsecondary.**

| SECONDARY SLOs | POSTSECONDARY SLOs |
|---|---|
| *[Insert the secondary SLOs on this side.]* | *[Insert the postsecondary SLOs on this side]* |
| | |
| | ***Note:*** *All the SLOs from the postsecondary courses must be found somewhere in the secondary SLO list.* |
| | |
| | *It's okay to have more secondary SLOs than postsecondary SLOs. The important thing is that all of the postsecondary SLOs can be found in the secondary SLO.* |
| | *See Early Childhood Education DCAPS document* |

## E. Plan of Action:

**Plan of Action Matrix**

| TASK | OUTCOME | RECOMMENDED DEADLINE |
|---|---|---|
| Ensure SLO Alignment | Modify secondary SLOs to align with postsecondary SLOs | March 31, 2010 |
| Ensure that articulation details are states in respective course and program guides.<br><br>Identify, review and share recommendation(s) with Advisory Committee. | Concurrence of Advisory Committee on recommendation(s). | March 31, 2010 |
| Make appropriate change to curricula (i.e., Non-Substantive, Substantive Course Document, Substantive Program Document, SLO Maps, etc.) | Approved by respective signatories | October 15, 2010 |
| Implement approved document | Offer course/program and begin assessment process | |
| Share assessment results with Advisory Committee | Meet and incorporate recommendations made by the Advisory Committee | |

## F. Campus Contacts

Inquiries regarding content of specific courses in this Agreement should be directed to the individuals with asterisk (*) in the table below.

| Program Contact | Administration Contact |
|---|---|
| *[Insert Contact Information]* | Admission and Registration<br>Tel. (671) 735-5531 – 34<br>Fax. (671) 734-5238<br>Email: gcc.admission@guamcc.edu<br>      Gcc.registrar@guamcc.edu<br><br>Assessment and Counseling<br>Tel. (671) 735-5562 – 65<br>Fax. (671) 734-5238<br>Email: gcc.counseling@guamcc.edu |

# *PERSONAL PLAN OF STUDY*

| *Career Cluster* | *Hospitality & Tourism* | |
|---|---|---|
| | *Secondary* | *Postsecondary* |
| *Program of Study* | *[Insert Postsecondary Program here]* | *[Insert Secondary Program here]* |

| Education Levels | Grade | English | Math | Science | Social Studies/ Sciences | Other Required Courses Other Electives Recommended Electives Learner Activities | Career & Technical Courses and/or Degree Major Courses |
|---|---|---|---|---|---|---|---|
| Secondary | 9 | • English / Language Arts 9 | • Applied Math- -or- • General Math | • General Science | • World Geography | • Physical Education I &II-or- Health and Dance • Word Processing | |
| | 10 | • English / Language Arts 10 | • Pre-Algebra | • Physical Science | • US History | • Chamorro-or- History of Guam • Computer Literacy | *[Insert CTE courses of secondary program]* |
| | 11 | • English / Language Arts 11 | • Algebra I -or- • Geometry | • Biology | • American Govt. | • Art I -or- Speech and Debate • Psychology/Sociology | |
| | 12 | • English / Language Arts 12 OR • Applied Communication | Algebra II | One of the following: • Anatomy/Physiology • Marine Biology • Physics • Chemistry | • World History | • Basic Communication I | |
| | Articulation/Dual Credit: | | | | | | |
| Postsecondary | Year 13 | • EN100W Fundamentals of English, Writing or Test out | • MA095 Pre- College Math, or test out | | | | *[Insert CTE courses of postsecondary program]* |

**Hospitality & Tourism encompasses the management, marketing and operations of restaurants and other foodservices, lodging, attractions, recreation events and travel related services.**

| Sample Career Specialties /Occupations | | | |
|---|---|---|---|
| *General Manager •Food & Beverage Manager •Kitchen Manager •Catering & Banquets Manager •Service Manager• Dining Room Supervisor •Restaurant Owner •Baker •Brewer •Caterer •Dietician •Executive Chef •Cook •Pastry & Specialty Chef •Bartender •Restaurant Server •Banquet Server •Cocktail Server •Banquet Set-Up Employee• Bus Person •Room Service Attendant •Kitchen Steward •Counter Server •Wine Steward •Host •Research and Development Chef •Food/Beverage Wholesaler •Product Demonstrator •Personal Chef* | *Front Office Manager •Executive Housekeeper •Director of Sales & Marketing •Chief Engineer •Director of Human Resources •Rooms Division Manager •Director of Security •Controller •Food & Beverage Director •Resident Manager •Director of Operations •General Manager •Regional Manager •Quality Assurance Manager •Corporate Management •Lodging Management •Owner/Franchisee* •Uniformed Services Support •Communications Supervisor •Front Desk Supervisor •Reservations Supervisor •Laundry Supervisor •Room Supervisor •Bell Captain •Shift Supervisor •Sales Professional •Night Auditor •Front Desk Employee •Valet Attendant •Bell Attendant•Door Attendant •Concierge •Reservationist •Guestroom Attendant •Public Space Cleaner •House Person•Maintenance Worker•Van Driver | *Executive Director •Assistant Director •Director of Tourism Development •Director of Membership Development •Director of Communications •Director of Visitor Services •Director of Sales •Director of Marketing and Advertising •Director of Volunteer Services •Director of Convention and Visitors Bureau •Market Development Manager •Group Sales Manager •Events Manager •Sales Manager •Destination Manager •Convention Services Manager •Heritage Tourism Developer •Travel Agent (Commercial & Vacation) •Event Planner •Meeting Planner •Special Events Producer •Nature Tourism Coordinator •Tour and Travel Coordinator •Tourism Marketing Specialist •Transportation Specialist • Welcome Center Supervisor •Visitor Center Counselor •Tourism Assistant •Executive Assistant •Tour Guide •Tour Operator •Motor Coach Operator •Tour and Ticket Reservationist •Interpreter* | Club Manager•Club Assistant Manager•Club Instructor•Club Equipment & Facility Maintenance •Club Scheduler•Club Event Planner•Club Membership Developer•Parks & Gardens Director•Parks & Gardens Activity Coordinator•Parks & Gardens Access Management•Parks & Gardens Safety & Security•Parks & Garden Ranger•Resort Trainer•Resort Instructor•Resort Equipment Maintenance•Resort Scheduler•Gaming & Casino Manager•Gaming & Casino Supervisor•Gaming & Casino Dealer•Gaming & Casino Slot Supervisor and Maintenance•Gaming & Casino Security & Safety•Fairs/Festival Event Planner•Fairs/Festival Set up Supervisor•Fairs/Festival Facility Manager•Fairs/Festival Promotional Developer•Theme Parks/Amusement Parks Resale Department Manager•Theme Parks/Amusement Parks Area Retail Manager•Theme Parks/Amusement Parks Area Ride Operations Manager•Theme Parks/Amusement Parks Group Events Manager•Family Centers Manager•Family Centers Equipment Operator/Maintenance•Historical /Cultural/Architectural Ecological Industrial Sites Guides/Ranger•Historical/Cultural/Architectural Ecological Industrial Sites Exhibit Developer•Museums/Zoos/Aquariums Docent•Museum/Zoos/Aquariums Animal Trainer and Handler•Museums/Zoos/Aquariums Exhibit Developer |

| Pathways | Restaurants and Food/Beverage Services | Lodging | Travel & Tourism | Recreation, Amusements & Attractions |
|---|---|---|---|---|
| Cluster K&S | **Cluster Knowledge and Skills**<br>♦Academic Foundations ♦Communications ♦Problem Solving and Critical Thinking ♦Information Technology Applications ♦ Systems ♦ Safety, Health and Environmental ♦Leadership and Teamwork ♦Ethics and Legal Responsibilities ♦Employability and Career Development ♦Technical Skills | | | |

**IV. Approval Process For Dual Credit Articulated Program of Study Agreements**

When a DCAPS Agreement is developed, assurance that the DCAPS complies with requirements of Perkins Act shall be provided to the State Agency Office and GDOE.  The original agreement shall be maintained by GCC's Academic Affairs Division. All agreements will be posted in TracDat, the central repository for all GCC curriculum documents.

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On behalf of the agencies named above, we agree to the terms and conditions of this articulation agreement.

_____   _____        _____   _____
    Department Chair         Date            Dean, TPS      Date



_____   _____
    Academic Vice President        Date