# Metro West Secondary Postsecondary CVTE Linkage Consortia

## Procedures for Initiating Articulation Agreements

- *Articulation Agreements must be updated every two (2) years.*

1) The process can be initiated by the Office of Career and Technical Education at the high school or by the Metro West CVTE Linkage office at Massachusetts Bay Community College.

2) A formal request should be sent to the Metro West CVTE Linkage Office. Once the request is received, we will proceed to schedule a meeting date and time with the Academic Division faculty and the appointed high school teacher.

3) Faculty and teachers will be compensated for every new Articulation Agreement upon completion; not to exceed the three (3) hour limit. ( Pay based on union contract, $35.00/hour)

4) Once both parties have agreed to course materials and curriculum alignment, the Metro West CVTE Linkage Office will create the written Agreement with the appropriate names and titles of the necessary signees on official college stationary.

5) There will be two (2) original Articulation Agreements created and sent to the appropriate Academic Dean, the Provost for Academic and Student Affairs, and the college President for signatures.

6) Both original signed copies will be mailed to the high school parties for final signatures.

7) One original signed copy must remain at the high school and the other original signed copy must be returned to Massachusetts Bay Community College.

8) The Metro West CTVE Linkage Office will follow-up with the Division Dean approximately three (3) months prior to the end date of the agreement to renew and/or update curriculum sheets, if necessary.

9) All original copies of Articulation Agreements are to be housed in the Provost's Office.

# Articulation Agreement Prep Checklist

**Date:** _____

**Meeting Start Time:** _____

*Please use this checklist as a reference guide.*

- ☐ Updating an Articulation Agreement
- ☐ Creating an Articulation Agreement
- ☐ Both

_____
Name of High School Contact

_____
Name of MassBay Contact

**Please print the following names as they will appear on the agreement:**

_____
Superintendent

_____
Principal/Asst. Superintendent

_____
Director of Career and Technical Education

**Materials to bring to the meeting:**

- ☐ Course Syllabus/Outline
- ☐ Course Textbook
- ☐ Copy of the Course Midterm Exam
- ☐ Copy of the Course Final Exam
- ☐ Additional support course materials
- ☐ If applicable, a copy of the existing agreement

**Meeting Ending Time:** _____

**Signature:** _____

We appreciate your support and collaboration on this project.

***For additional questions please contact our office:***
***Call: 781-239-2584/Email: svieira@massbay.edu***

*Thank you!*