

**Institutional**  
**Articulation Agreement**  
**Articulation Articles of Agreement**  
**Between**

**Elkader Alternative High School**

**(Central Elkader, Clayton Ridge, Edgewood Colesburg, and MFL High Schools)**  
**and**  
**Northeast Iowa Community College**

**I. Statement of Purpose**

The purpose of this articulation agreement is to provide a mechanism that will enable students enrolled in career and technical and/or applied academic high school courses to transfer to Northeast Iowa Community College and receive college credit for competencies achieved.

**II. Criteria for Receiving Articulated Credit at Northeast Iowa Community College:**

1. School district has a signed course articulation agreement with Northeast Iowa Community College.
2. For high school students to receive articulated credit:
  1. An official high school transcript and a *Request for Articulated Credit Form* must be provided to the NICC Registrar.
  2. Students must attend NICC within 12 months of high school graduation to be eligible for articulated credit.
  3. Credit will be entered on a NICC transcript after the student has accumulated 12 NICC credits post high school or GED.
  4. Articulation Agreements for AGA117, AGS118 and AGB328 require passing an end of course assessment.
  5. Articulated credit is given for NICC career and technical program classes, not 4-year college transfer courses.
  6. Articulated courses do not contribute to the student's NICC grade point average, but do satisfy specific career program requirements.

**III. Recording of Credit**

Credit(s) for articulated high school courses will be recorded on the college transcript as transfer coursework with the total hours earned. The grade is not recorded and will not be used in computing the student's cumulative college or program GPA.

**IV. Cost**

There will not be a charge for college credit awarded through this agreement.

**V. Admission to the Program**

Students completing the requirements outlined in this agreement will be considered for program entrance on the same basis as any other applicant.

**VII. Termination of Agreement**

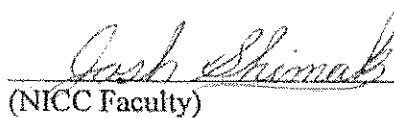
This agreement will be renewed annually and is valid July 1, 2018- June 30, 2023. This agreement becomes null and void upon termination of the secondary/postsecondary program or instructor.

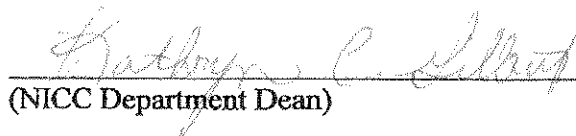
High School Course: Pre-Employment Strategies  
NICC Course: Pre-Employment Strategies SDV153  
High School Instructor: Patrick Ryan  
NICC Requirements: Grade of C- or better

Approval Signatures

 Principal July 30, 2018  
(Signature of Superintendent or Designee) Date

 Alternative High School 7-30-18  
(Signature of High School Instructor) Date

 Ash Shimab 8-1-18  
(NICC Faculty) Date

 Kathryn C. Gilbert 8-1-18  
(NICC Department Dean) Date

 Kathryn C. Gilbert 8-1-18  
(NICC High School Partnerships) Date

Completed forms and signatures should be routed to LSS Information Analyst for posting on web at [www.nicc.edu/hspartnerships](http://www.nicc.edu/hspartnerships): Articulation Agreements.

# Pre-Employment Strategies

## Syllabus

<b>Class:</b>	Pre-Employment Strategies - SDV:153 (5 digit section)
<b>Semester:</b>	Fall 2018
<b>Classroom and Class Time:</b>	Clayton County Alternative High School Program
<b>Start and End Dates:</b>	8/23/2018 to 1/11/2019
<b>Academic Department:</b>	Career and Technical Education -- Peosta

**Final:** The final examination date and time will be announced by the tenth week of classes. I will announce the final examination date and time for this course on Brightspace once it is known. Do not plan your end of the semester travel plans until the final exam schedule is made public. It is your responsibility to know the date, time, and place of the final exam. Every class must have a final meeting during the established time frame. All classes are required to meet throughout their scheduled timeframe including the final exam date.

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### Instructor Information

**Name:** Patrick Ryan

**Phone:** (563) 245-3777

**Email:** ryanp@nicc.edu

*NICC email is the official means of communication, you should regularly check your email.*

**Office Location:** Clayton County Alternative High School Program

**Office Hours:** Monday – Friday, 8:30am – 4:00pm

**Best method to contact instructor:** Please contact me through email.

*NICC has a commitment to respond to student communication within 24 hours on a school day, and 48 hours on non-school days.*

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### Course Information

#### Course Description

- This course provides an introduction to skills necessary for an entry-level employment and provides information about career options. Interests, values, and skills and how these impact the career decision-making process will be addressed. The importance of aligning career goals

with education plans will be stressed. Networking with local employers and learning about local employment opportunities will be a key course component.

**Primary Common Learning Outcome Assessed:** Apply knowledge and skills to life

## **Unit Objectives**

### Unit One Objectives

At the end of this Unit, students will be able to:

- Demonstrate competence in the following National Association of College and Employer career readiness competencies: critical thinking/problem solving, oral/written communications, teamwork/collaboration, digital technology, leadership, professionalism work/ethic, career management, and global/intercultural fluency.
- Network with potential future employers.

### Unit Two Objectives

At the end of this Unit, students will be able to:

- Discuss career planning tool results used to assess career interest, skills, and values.
- Identify two or more career options for comparison to assist with career decision-making.
- Recognize education and career optional including: community college, apprenticeships, short-term certificates, military, state and private institutions.
- Select possible education routes to achieve career goals.
- Report return on college investment based on career choices.

### Unit Three Objectives

At the end of this Unit, students will be able to :

- Demonstrate awareness of career opportunities through information acquired from industry experts.
- Discuss and access labor market information.
- Recognize concepts involved with pay, unemployment, and benefits.
- Describe learning benefits gained by touring and/or job shadowing employers.
- Report on desirable career opportunities as a result of informational interviewing.

### Unit Four Objectives

At the end of this Unit, students will be able to:

- Develop a resume.
- Write a cover letter.
- Select appropriate references.
- Properly complete an application for employment.
- Create an interview follow-up letter.

## Unit Five Objectives

At the end of the Unit, students will be able to:

- Prepare for a job interview.
- Demonstrate the ability to network and understand the importance of this job search skill.
- Understand appropriate interview attire and personal image.
- Answer commonly asked interview questions.
- Make a positive first impression on potential employers.
- Present skills, abilities, and experience during an interview.
- Prepare appropriate questions to ask during an interview.
- Experience a job interview through a mock interview exercise.

*(refer to the course guide)*

**Required Materials:** Notebook, writing utensils, school-issued computer

**Methods of Delivery:** Face-to-face

### Grading Procedures and Scale

Grades are based on the following:

Daily	30%	(daily assignments and assessments & homework)
Performance	50%	(test, quizzes, and projects)
Final	20%	(comprehensive final exam)

Grades will be calculated on a percent basis. This means that regardless of the assignment point total, all grades are recorded in the grade book as being worth 100. The percentage earned on an assignment will determine the number out of 100. For example, a student who earns 9 out of 10 on an assignment would have earned a 90% and thus would be given a 90% in the grade book or 90 out of 100.

Grade	Grading Scale by Percent of Total Points <i>Ex. (94 - 100%)</i>	Grade	Grading Scale by Percent of Total Points <i>Ex. (95-100%)</i>
A	95-100%	C	78-81%
A-	93-94%	C-(or P)	76-77%
B+	90-92%	D+	73-75%
B	87-89%	D	70-72%
B-	85-86%	D-	69%
C+	82-84%	F (or NP)	0

## **Course Calendar**

Details of the course, deadlines, and organization can be found attached to this syllabus.

## **Student Course Feedback**

Prior to course completion you will receive an email providing a link to share your feedback. You are **EXPECTED** to complete the feedback form for each class.

## **Assessment**

Northeast Iowa Community College is an institution dedicated to continuous instructional improvement as part of our assessment efforts. It is necessary for us to collect and analyze course level data. Data drawn from student work for the purposes of institutional assessment will be posted in aggregate and will not identify individual students. Your continued support in our ongoing effort to provide quality instructional services at NICC is appreciated.

## **Course Policies**

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All assignments, quizzes, and exams must be done on your own. Note that academic dishonesty includes not only cheating, fabrication, and plagiarism, but also includes helping other students commit acts of dishonesty by allowing them to obtain copies of your work. You are allowed to use the Web for reference purposes but may not copy code from any website or any other source. In short, all submitted work must be your own.

Cases of academic dishonesty will be dealt with harshly. Students who violate rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the class. Since such dishonesty harms the individual, all students, and the integrity of the school, policies on academic dishonesty will be strictly enforced.

- 1st Offense will result in a zero on the assignment, quiz, test, etc. This applies to all parties involved in the academic dishonesty.
- 2nd Offense will result in a final course grade drop. For example: If a student, who committed academic dishonesty earned a final grade of a B+, the resulting grade would be reduced to a B.
- 3rd Offense will result in the removal from the class.

## **Late Work**

Due to the nature and structure of the Clayton County Alternative High School Program, students work may be accepted at any time throughout the semester. Before students can take the Final Exam for the course, all daily assignments, homework, tests, quizzes, and projects must be completed prior. Once the Final Exam is completed, students will receive a final grade for the course.

## **Missing Assignments**

Students will be reminded weekly of assignments that are missing and/or not completed. The students will be reminded at this time that ALL work shall be completed before the Final Exam can be taken.

### **Makeup Testing**

If students miss a test, quiz, or exam, they may make this up the following day. It is the student's responsibility to remind the course instructor of their absence and acknowledgment of the missing homework or test.

## **Use of Technology the Classroom**

### **Cell Phone/Text Messaging Usage**

Students are permitted to have their cell phone available while they are completing daily work. It is the student's responsibility to manage their property and respect others and to the school while they are working. It is asked that the students have their ring settings turned to silent at all time. While students are completing the Final Exam, it is asked that their cell phones be turned off and left on the table.

### **Laptop Use**

The laptops that students may use at the Clayton County Alternative High School are owned and property of NICC. The students are expected to follow all guidelines set forth by NICC with respect to laptop usage.

## **Classroom Conduct**

In the Clayton County Alternative High School Program, there are three expectations: Respect for Others, Respect for Self, and Honesty. Each expectation is defined further:

### Respect for Others -

Respect your peers. Respect your teachers and staff. Treat others as you would like to be treated. The more you respect others; the more others will respect you. Respect the school and school property. A good rule to remember for respect at the Clayton County Alternative High School Program is: "Give the same respect you show at your grandmother's house."

### Respect for Self -

Respect yourself. Take care of your body and mind. Be aware of your capabilities and limits. If you have a concern about something and it is unsettling to you, please address it with the staff. Challenge yourself each day to learn, live and succeed.

### Honesty -

Honesty is the best practice. Be truthful with your work and answers. If you don't understand something, ask someone for assistance. If you didn't complete an assignment, acknowledge that fact and ask how you can make it better. Be honest with yourself and respect honesty in return.  
[Click here to enter text.](#)

## ***Additional Information***

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### **Learning Center**

The NICC Learning Centers provide tutoring assistance free of charge to any student Monday through Friday. Students are encouraged to utilize the Learning Centers in Calmar, Peosta or Dubuque.

## Access

Take advantage of the *ReadSpeaker Listen Button* to enhance understanding and comprehension of the materials in this and any syllabus within the content area. All of the materials posted in the content area of NICC Brightspace classrooms have a *Listen Button* to have the text highlighted and read for you. Listening to text read aloud is shown to improve reading comprehension. [www.nicc.edu/readspeaker](http://www.nicc.edu/readspeaker)

## ReadSpeaker for Brightspace by D2L



## Course Copyright

All course materials students receive or to which students have online access are protected by copyright laws. Students may use course materials and make copies for their own use as needed, but unauthorized distribution and/or uploading of materials without the instructor's express written permission is strictly prohibited. Students who engage in the unauthorized distribution of copyrighted materials may be held in violation of the College's Code of Conduct, and/or liable under Federal and State laws.

## Netiquette

The term "Netiquette" refers to the etiquette guidelines for electronic communications, such as e-mail and bulletin board postings. Netiquette covers not only rules to maintain civility in discussions, but also special guidelines unique to the electronic nature of forum messages.

## Accommodation Policy:

The Americans with Disabilities Act (ADA) provides protection from illegal discrimination for qualified students with disabilities. Northeast Iowa Community College is committed to the equal provision of education for all students. Any student who needs instructional accommodation is encouraged to contact the Coordinator of Disability Services, Peosta Campus, 1-800-728-7367, ext. 280 or Calmar Campus, 1-800-728-2256, ext. 258.

## Statement of Non-Discrimination

Northeast Iowa Community College prohibits discrimination in educational programs, employment, and activities on the basis of age, race, creed, color, sex, sexual orientation, gender, gender identity, national origin, religion, disability, pregnancy or genetic information as required by the 1964 Civil Rights Act, Titles VI and VII; the 1972 Education Amendments, Title IX; the Age Discrimination in Employment Act of 1975 (ADEA); the Federal Rehabilitation Act of 1973, Section 504; the Americans with Disabilities Act (ADA) of 1990, Title II; Titles I and V; the Civil Rights Act of 1991, the Genetics Information Nondiscrimination Act of 2008 and the Iowa Code, Chapter 216.

It is also the policy of this District that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and variety of careers, roles and lifestyles open to everyone regardless of gender or gender identity in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability. The curriculum should foster respect and appreciation for cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society. Inquiries and grievances regarding compliance with applicable state and federal laws may be directed to the executive director of human resources, P.O. Box 400, Calmar, Iowa 52132, [kuennenc@nicc.edu](mailto:kuennenc@nicc.edu), 800.728.2256 ext 300 or to the executive director for risk management, 8342 NICC Dr, Peosta IA 52068,



[mcmahonke@nicc.edu](mailto:mcmahonke@nicc.edu), 800.728.7367 ext 477 or to the Director of the Office for Civil Rights, U.S. Department of Education, Citygroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, 312.730.1560 or fax 312.730.1576.