

Lord Fairfax Tech Prep Consortium

Career Pathways

2007-2008

Lord Fairfax Community College

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Career Pathways

Determining *“what you want to do when you grow up”* can be a daunting task. And even when it is determined, the path to achieve the career of choice can be quite a meandering journey. This guide was designed by the Lord Fairfax Career Pathway Consortium to help students identify classes both in high school and in community colleges once a major or program of study is determined. Students should choose a Career Pathway that blends their values, interests, and abilities, and which leads to the achievement of personal, educational and career goals. The selection of a career pathway is a cooperative effort that involves student, parent/guardian, teachers, and counselors.

Career Pathways are clusters of occupations and careers that are grouped together by similar attributes, abilities, and skills required for career success. Careers representing those of the 21st century have been divided into 16 career clusters. Careers included in these clusters are varied and require different levels of preparation and skills.

This Career Pathway Guide provides the following information:

- Dual Enrollment information and classes
- Industry Certifications offered at Lord Fairfax Community College
- Transfer Agreements with 4 year Institutions
- Website sources to assist in career assessments and information
- Career Pathway Matrices – identifies secondary and post secondary classes recommended for successful educational pathway leading to a desired career

Dual Enrollment Contract

SAMPLE

Between

**Lord Fairfax Community College
A Member of the Virginia Community College System
and
Name of School Division**

The purpose of this agreement is to set out the terms and conditions upon which courses will be offered under the “Virginia Plan for Dual Enrollment Between Virginia Public Schools and Community Colleges” established by the Secretary of Education, the Virginia Community College System (VCCS) Chancellor, and the Superintendent of Public Instruction in January 2005. The purpose of this offering is to allow high school students to take college-level courses and receive both college credit and high school credit toward graduation.

Each party does hereby agree to the following:

1. Under this agreement, Lord Fairfax Community College will make available college-level courses to students of Clarke County Public Schools for the 2007-2008 academic year.

The courses to be offered will be established by mutual agreement of both parties for the fall and spring semesters. A list of courses is to be provided by the beginning of each semester and are hereby incorporated into this agreement.

The responsibilities of the parties pursuant to this agreement are conditional upon student registration for the course(s) being completed and subject to adequate student enrollment as determined by the college. By the date established by the College for each semester, Lord Fairfax Community College and Clarke County Public Schools reserve the right to cancel or add any class sections.

2. Tuition & Fees

Pursuant to the Virginia Plan for Dual Enrollment, schools and colleges are encouraged to provide high school students the opportunity for dual enrollment. Clarke County Public Schools will pay Lord Fairfax Community College on behalf of the student or students the mandatory tuition and any fees established by the State Board for Community Colleges at the rate then in effect at the time the classes begin. Where the School agrees to pay the tuition and fees, the College will bill the School.

3. Textbooks

The College reserves the right to determine the textbooks used in dual enrollment courses. The provision of all dual enrollment course textbooks is the responsibility of Clarke County Public Schools. (Required textbooks will be available for purchase from the College's bookstore/may be rented from the high school).

4. Payment for Other Services

Fees and reimbursement for other costs and services will be determined by mutual consent of Clarke County Public Schools and the College per Attachment 1, which is hereby incorporated and made a part of this agreement.

5. Faculty

a. Selection

(1) Instructor Approval

Clarke County Public Schools may recommend qualified teachers who are interested in teaching the dual enrollment program to the College for consideration. Each faculty member teaching in the dual enrollment program shall be a member of the college's full-time faculty or an employee of the Clarke County Public Schools.

(2) Dual enrollment faculty must meet the minimum credential requirements of the VCCS.

(3) Clarke County Public Schools will notify the College within 30 days of termination of an instructor any time during the academic year.

b. Evaluation

(1) Instructor Evaluation

Lord Fairfax Community College will conduct at least one classroom evaluation of all dual enrollment instructors teaching for the dual enrollment program on a two-year cycle beginning with the 2007-2008 school year. A copy of the observation will be submitted to the designated school division representative.

- (2) Student evaluations on all dual enrollment adjunct instructors will be conducted each semester for each course offered through the dual enrollment program. Results of the student evaluations will be compiled and shared with the Dean, Program Lead, adjunct instructor, and designated school division representative.

c. Payment

If the instructor for dual enrollment course(s) is employed full time by the Clarke County Public Schools and the course(s) are part of the assigned teaching workload, the College will reimburse the Clarke County Public Schools for the services of its employee in lieu of direct compensation to the faculty member. If, however, the College employs an instructor that is not affiliated with the School/System, the College will compensate the faculty member directly. Reimbursement and/or payment of faculty salaries directly will be in accordance with the Virginia Community College System approved lecturer rates depending on qualifications of the instructor and will occur no later than the end of the semester of the course.

d. Faculty Responsibilities

Instructors will be expected to conform to college policies for the dual enrollment courses they teach, such as preparing course syllabi, verifying class rosters, reporting student progress to the college at mid-semester, taking attendance, and providing final grades at the end of the semester.

All faculty teaching dual enrollment courses will be required to attend an annual faculty orientation and other in-service programs as agreed upon by both parties.

6. Students

a. Selection and Eligibility to Participate in Dual Enrollment Program

- (1) In order to be eligible to participate in the Dual Enrollment Program, high school students must have permission of their parent or guardian to participate, be recommended by their high school principal to cross register, and meet course prerequisites.
- (2) Students must meet admission and course placement requirements of the College. Requirements for admission include the completion of an application for admission to the College and the completion and receipt of satisfactory scores on the College's placement tests or SAT/ACT waiver.

- (3) Exceptions to the policies established in 6.a. (1) and 6.a.(2) regarding student eligibility may be made on a case-by-case basis with the approval of the high school principal and appropriate community college officials, so long as such exceptions are in accordance with the VCCS Policy Manual.

7. College Administrative Responsibilities

- a. The College, through its instructor(s) will provide the appropriate Clarke County Public Schools officials with progress reports on each student from time to time as shall be agreed by the contracting School System and College. At the conclusion of each college academic term, the student will receive a college grade for each course in which he/she was registered and such grades will become part of the student's permanent college record.
- b. A record will be maintained by the College for each student in the Dual Enrollment Program as a part of the permanent college record maintained by the College's Admissions and Records office. The College will send transcripts to colleges/universities upon a student's request.
- c. The College will provide a minimum of 800 minutes of instruction (to include testing and evaluation) for each lecture credit or lab contact hour per semester to Clarke County Public Schools students enrolled in college courses under this agreement.

8. High School Administrative Responsibilities

Clarke County Public Schools will verify enrollments in each class sections, and instructors will report grades to the College within a prescribed period of time, according to the mutually agreed-upon procedures.

9. Award of Credit

College and high school credit shall be awarded to the participating high school student upon successful completion of the course.

10. Course Standards

a. Course Equivalency, Evaluation, and Assessment

Assessment has long been recognized in Virginia as an important aspect of an effective instructional program. In this spirit, all dual enrollment courses developed and implemented under the auspices of the Virginia Plan for Dual Enrollment and this contract shall include a formal mechanism for evaluation. The College has the responsibility to ensure that all dual enrollment courses taught are equivalent to other instruction offered by the College, specifically in terms of course objectives,

components of the syllabi, level and rigor of content, evaluation of students, textbooks, student outcomes and assessment and faculty evaluation.

b. Modification of Policies

Modifications of on-campus policies, procedures, and rules appropriate to the high school setting may be agreed to by the parties in writing before each term begins.

c. Student Performance

The College reserves the right to advise the student, parents, and School System that the student does not have sufficient skills or abilities to continue in the courses selected after the first semester.

11. Agreement Contacts

Contact persons for this agreement are:

- the School System
- the School
- the College:

12. Transferability

Normally, academic courses intended for transfer with a grade of “C” or above will transfer to institutions of higher education. However, no guarantee can be made to students regarding transferability to all colleges and universities. Community college occupational/technical course credits earned are applicable to specific curricula and are intended to prepare students for employment in those areas. While some of these courses may be accepted for transfer, no unified policy on the transfer of VCCS courses exists. The School should advise students to consult with transfer institutions in order to determine if their courses will be accepted for transfer.

13. The College reserves the right to enroll other students in the courses subject to this contract when those courses are offered on the College’s campus or sites not at the high school.

14. Each party will be responsible for liability coverage of its employees and agents in fulfilling its responsibilities under this agreement, to the extent authorized by law.

15. If either party wishes to terminate this agreement, a written notice must be provided to the other party within 30 days of the requested termination date. Termination will not take place until dual enrollment courses in progress are completed.

16. The College or Clarke County Public Schools shall not unlawfully discriminate on the basis of race, nationality, ethnicity, religion, gender, age, or disability in any undertaking pursuant to this contract. Disabled students will continue to receive accommodations through the School pursuant to the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C § 1400.
17. Nothing herein shall be construed as a waiver of the sovereign immunity of the Commonwealth of Virginia or the assumption of any liability contrary to Virginia law.

SIGNATURES

Name of School Division

Lord Fairfax Community College

Superintendent

Kathleen Q. Johnson
Vice President
Financial and Administrative Services

Date:

Date:

Explanation of Degrees and Certificates

The College offers the following degrees, diplomas or certificates for students who successfully complete approved programs at the College.

- ❖ The **associate of arts and sciences degree (AA&S)** is awarded to students majoring in the liberal arts and specialized curricula such as business administration, pre-teacher education, and other professional programs who plan to transfer to a four-year college or university after completing their LFCC program.
- ❖ The **associate of applied science degree (AAS)** is awarded to students majoring in one of the occupational-technical curricula who plan to seek full-time employment upon graduation from the College.
- ❖ The **certificate** is awarded to students who complete one of the approved, non-degree curricula usually less than two years in length.

Associate Degree Requirements

To be eligible for graduation with an associate degree from the College, a student must:

1. fulfill all course and credit-hour requirements of the degree curriculum with at least 25 percent of the credit semester hours acquired at the College
2. be certified by the appropriate College official for graduation
3. earn a GPA of at least 2.0 in all applicable studies attempted toward graduation in his or her curriculum
4. file an application for graduation in the Admissions and Records Office
5. resolve all financial obligations to the College and return all library and College materials
6. take the exiting student core competency test the semester of graduation

Certificate Requirements

To be eligible for graduation with a certificate from the College, a student must:

1. fulfill all course and credit-hour requirements of the certificate curriculum as specified in the College catalog with a minimum of 25 percent of the credits acquired at the College
2. be certified for graduation by the appropriate College official
3. earn a GPA of at least 2.0 in all applicable courses attempted toward graduation in his or her curriculum
4. file an application for graduation in the Admissions and Records Office
5. resolve all financial obligations to the College and return all library and other College materials.

Transfer Agreements Page

Career Information & Assessment Resources

<http://www.knowhowvirginia.org/>

<http://www.pen.k12.va.us/VDOE/ForStudents/>

<http://www.vaview.vt.edu/>

<http://www.readyva.com/>

<http://www.vacrn.net>

http://www.ccps.virginia.edu/career_prospects/

<http://va.kuder.com/>

<http://www.so.cc.va.us/>

<http://www.cteresource.org/>

www.lfcc.edu

Career Clusters

Agriculture, Food & Natural Resources

Architecture & Construction

Arts, A/V Technology & Communications

Business, Management & Administration

Education & Training

Finance

Government & Public Administration

Health Sciences

Hospitality & Tourism

Human Services

Information Technology

Law, Public Safety, Corrections & Security

Manufacturing

Marketing, Sales & Service

Science, Technology, Engineering & Mathematics

Transportation, Distribution & Logistics