



**DEPARTMENT OF EDUCATION**

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C16-83

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 Secretary of Education  
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**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**DELAWARE TECHNICAL COMMUNITY COLLEGE**

**AND THE**

**DELAWARE DEPARTMENT OF EDUCATION**

**On Behalf of Local Education Agencies in the State Of Delaware\***

**July 2015 – June 2018**  
 (Three-year Term)

The Delaware Department of Education (DDOE) and Delaware Technical Community College (DTCC) enter into this articulation agreement in order to facilitate the enrollment of students from the Delaware **Manufacturing Production Technician** Career and Technical Education (CTE) Program of Study into the Delaware Technical Community College.

Subject to terms of this agreement, a student who successfully completes the Delaware Manufacturing Production Technician CTE Program of Study, which includes the following coursework: MSS100 – Principles of Manufacturing, MSS111 – Electrical Systems and Controls, MSS112 – Fluid Power, and MSS113 – Electro-Mechanical Systems, will be granted advanced standing in the Mechanical Engineering Technology or the Electromechanical Engineering program at DTCC, specifically:

When a student completes the above coursework as part of an approved CTE program at the secondary level – then the student may enter DTCC in the identified programs with advanced standing in the following courses – and earn the following number of credits –

**Mechanical Engineering Technology**

<b>Program of Study Course Title:</b>	<b>Other Required Courses for Advanced Standing:</b>	<b>DTCC Course Code:</b>	<b>DTCC Course Title:</b>	<b>Number of Credits:</b>	<b>Type of Advanced Standing:</b>
Manufacturing Production Technician	Demonstration of Mathematics and English Language Arts Readiness	DTCC – MET 115	Mechanical Engineering Technology	3	Articulation
		DTCC – ELC 248	Electro- Mechanical Systems	4	Articulation

**Electromechanical Engineering Technology**

<b>Program of Study Course Title:</b>	<b>Academic Course Prerequisites:</b>	<b>DTCC Course Code:</b>	<b>DTCC Course Title:</b>	<b>Number of Credits:</b>	<b>Type of Advanced Standing:</b>
Manufacturing Production Technician	Demonstration of Mathematics and English Language Arts Readiness	DTCC – ELM 205	Mechanisms & Design	3	Articulation
		DTCC – ELM 130	Industrial Electricity	3	Articulation
		DTCC – ELC 125	Electrical Circuits I	3	Articulation
		DTCC – ELC 243	Programmable Logic Controllers	4	Articulation

**The terms of this agreement are as follows:**

**Delaware Local Education Agency will:**

- Submit and have approved a Delaware Manufacturing Production Technician CTE Program of Study proposal;
- Offer the Delaware Manufacturing Production Technician CTE Program of Study as stated in the program proposal;
- Communicate details of the CTE program and this agreement to all stakeholders, which includes but is not limited to – principals, school counselors, teaching staff, parents, and students;
- Communicate advanced standing status to parents and students; and
- Identify a Manufacturing Production Technician contact person at the local education agency central office who will communicate with Delaware Technical Community College DTCC regarding this agreement.

**Students will:**

- Complete the entire Delaware Manufacturing Production Technician CTE Program of Study by successfully completing all required courses;
- Take and pass to the standards of the Manufacturing Skills Standards Council the Certified Production Technician (CLT) exam(s) for each certification area as appropriate;
- Earn a grade of 80% or higher in all Delaware Manufacturing Production Technician CTE Program of Study courses and maintain an overall grade point average of 2.5;
- Receive a high school diploma;
- Meet all academic prerequisites as defined above and within the Program of Study;
- Meet the admission dates and procedures that apply to all new students at DTCC;
- Apply within five years of high school graduation to be accepted; and
- Provide a copy of their official transcript and/or attainment of industry recognized credential upon request.

**Delaware Technical Community College will:**

- Award the appropriate number of academic and/or technical credits upon completion of the student's requirement – as specified in this agreement and upon appropriate review of the student's high school transcript and standing at the college;
- Ensure credits are recorded on the student's transcript;
- Communicate details of this agreement to all stakeholders, which includes but is not limited to – academic leadership, department chair(s), faculty and adjunct faculty, customer service staff, program managers, career development office, and admissions; and
- Provide the Delaware Department of Education with the number of students matriculating from the Delaware CTE Program of Study into Mechanical Engineering Technology and Electromechanical Engineering Technology with advanced standing and the number of credits articulated.

**Delaware Department of Education will:**

- Communicate details of this agreement to all stakeholders, which includes but is not limited to – local education agency staff, business and industry partners, state agencies, and community members;
- Provide DTCC with a list of approved Delaware Manufacturing Production Technician CTE Program of Study and local education agency contact information;
- Update and maintain the Delaware Manufacturing Production Technician CTE Program of Study in partnership with the institution of higher education and business & industry partners;
- Update and maintain the Delaware Manufacturing Production Technician CTE Program of Study articulation agreement in partnership with the institution of higher education; and
- Share with DTCC a list of students who have completed the pathway and technical skill attainment.


Delaware Technical Community College will work with staff from the Delaware Department of Education to support Career and Technical Education programs and provide local education agencies with technical assistance and information to help students matriculate to DTCC. The Admissions Office of DTCC will work with students to assist in the registration process.


**For Delaware Technical Community College:**

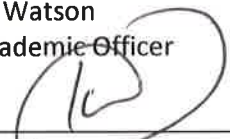
  
Stephanie Smith  
Vice President for Academic Affairs


  
Mark t. Brainard  
President

**For Delaware Department of Education:**

  
Luke Rhine  
Director, CTE/STEM

  
Michael Watson  
Chief Academic Officer

  
Kim Wheatley  
Director of Finance

  
David Blowman  
Deputy Secretary

for DB  
8/7/15