Career Dual Enrollment Best Practices

Tuesday, February 1, 2022, 1:00-3:00 p.m. EDT

Alexandria Armstrong
Director, Career Education & Articulation

Yolanda Singletary
Educational Policy Analyst

FLORIDA DEPARTMENT OF
EDUCATION
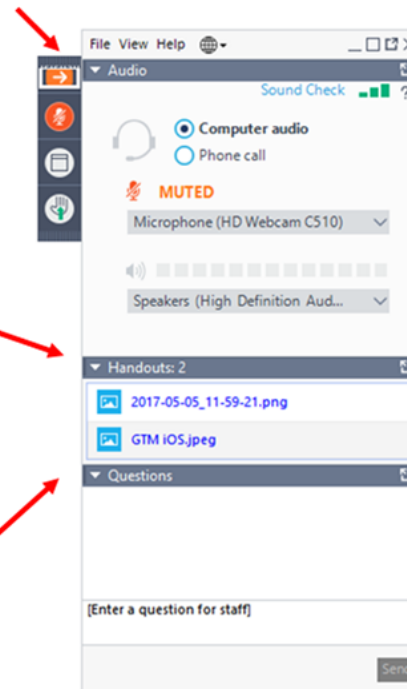fldoe.org

Webinar Logistics

Participants will be on mute for the duration of the webinar.

Material from today's webinar:
    In the handouts area you will find a copy of today's presentation.

How to submit questions:
    To submit questions during the webinar, please utilize the Questions function. During the Q&A portion of the webinar, questions will be addressed.

Agenda

- Introduction of Panelists

- Panelist Presentations
  - Broward College
  - Osceola Technical College
  - Northwest Florida State College
  - Lorenzo Walker Technical College

- Questions and Answers

Broward College

- **Broward College**
- **Broward County Public Schools**

WORKFORCE DUAL ENROLLMENT

OVERVIEW

- WDE Defined
- Program Design
- Articulation
- Recruitment
- Challenges
- Contact Information

WHAT IS WORKFORCE DUAL ENROLLMENT?

- Partnership between BC and BCPS

- Pathway to Industry Certifications

- Employment in High Skill, High Wage Careers

- Expand Access

- Eligibility Requirements
  - 2.5 unweighted HS GPA

- Aviation and Marine

Established 1915
BROWARD
County Public Schools

BROWARD COLLEGE℠

PROGRAM DESIGN

PROGRAM DESIGN

- 3-Year Program (10th, 11th and 12th Grade)

- Extended School Day

- Transportation

- Program located at Broward College

- Aviation - Technical Certificates for FAA Aircraft Maintenance, Airframe/Powerplant, & Aircraft Mechanics

- Marine – Technical Certificates in Marine Electrician, Propulsion, Technology or Systems.

BROWARD
County Public Schools
Established 1915

BROWARD COLLEGE℠

ARTICULATION

AVIATION

- Airframe & Powerplant FAA Certification

- A.S. Aviation Maintenance

- B.S. Aerospace Sciences

These are exit points in the program in which the student has employable skills to enter the workforce or career.

SITE	YEAR	COURSE Name	Credits / Hours
HIGH SCHOOL	10th Grade	General 1 (WDE Workforce Dual Enrollment) *FAA General Industry Certification*	12 credits
	11th Grade	Airframe 1 (WDE Workforce Dual Enrollment)	12 credits
	12th Grade	Airframe 2 (WDE Workforce Dual Enrollment) *FAA Airframe Industry Certification*	12 credits
BROWARD COLLEGE: YEAR 1	BC1, Fall	Powerplant 1	12 credits
	BC1 Spring	Powerplant 2 *FAA Powerplant Industry Certification*	12 credits
	BC1 Summer	General Education classes for AS degree	12 credits
BROWARD COLLEGE: YEAR 2	BC2, Fall	General Education Classes for AS degree General Education classes for AA degree *earn AS Aviation Management degree*	11 credits 3 credits
	BC2, Spring	General Education Classes for AA degree General Education classes for BS degree *enroll in BS Aerospace Sciences program* *earn AA degree*	6 credits 9 credits
	BC2, Summer	General Education classes for BS degree	12 credits
BROWARD COLLEGE: YEAR 3	BC3, Fall	General Education classes for BS degree	15 credits
	BC3, Spring	General Education classes for BS degree	12 credits
	BC3, Summer	General Education classes for BS degree *earn BS Aerospace Sciences degree*	12 credits

Established 1915
BROWARD
County Public Schools

BROWARD COLLEGE

MARINE

- A.A.S. in Marine Engineering Management

- Broward College - Bachelor of Applied Science in Supervision and Management.

YEAR 1 10th grade	**FALL**	MTE1004C	Introduction to Marine Technology	12 credits
		MTE1400C	Marine Electricity (DC)	
	SPRING	MTE2420C	Advanced Electrical Systems (AC)	TC1 *Marine Electrical Certification*
		MTE2490C	Marine Electronics	
YEAR 2 11th grade	**FALL**	MTE1040C	Marine Diesel 1	12 credits
		MTE2041C	Marine Diesel 2	
	SPRING	MTE1073C	Gasoline Engine Diagnostics & Repair	TC2 *Marine Diesel Certification* *Gasoline Engine Certification*
		MTE2234C	I/O, Outboard, and Sail Drive	
YEAR 3 12th grade	**FALL**	MTE2541C	Marine Auxiliary Equipment	12 credits (in HS) 3 credits (@ BC)
		MTE1543C	Marine Auxiliary 2	
	SPRING	MTE1062C	Marine Corrosion & Prevention	TC3 & TC4 *Marine Systems Certification*
		MTE1312C	Advanced Marine Composites	
POST-GRADUATION	**@ Broward College**	MTE1651C	Basic Welding	
		MTE2949	Internship	**AAS DEGREE** Marine Engineering Management
		ENC1101	English Comp 1	
		Elective (3)	Elective Courses (3)	
		GE Courses (3)	Math or Natural Science Humanities Course Social Science Course	
		SPC1024 *or* SPC1608	Intro to Speech Communications *or* Intro to Public Speaking	

Established 1915
BROWARD
County Public Schools
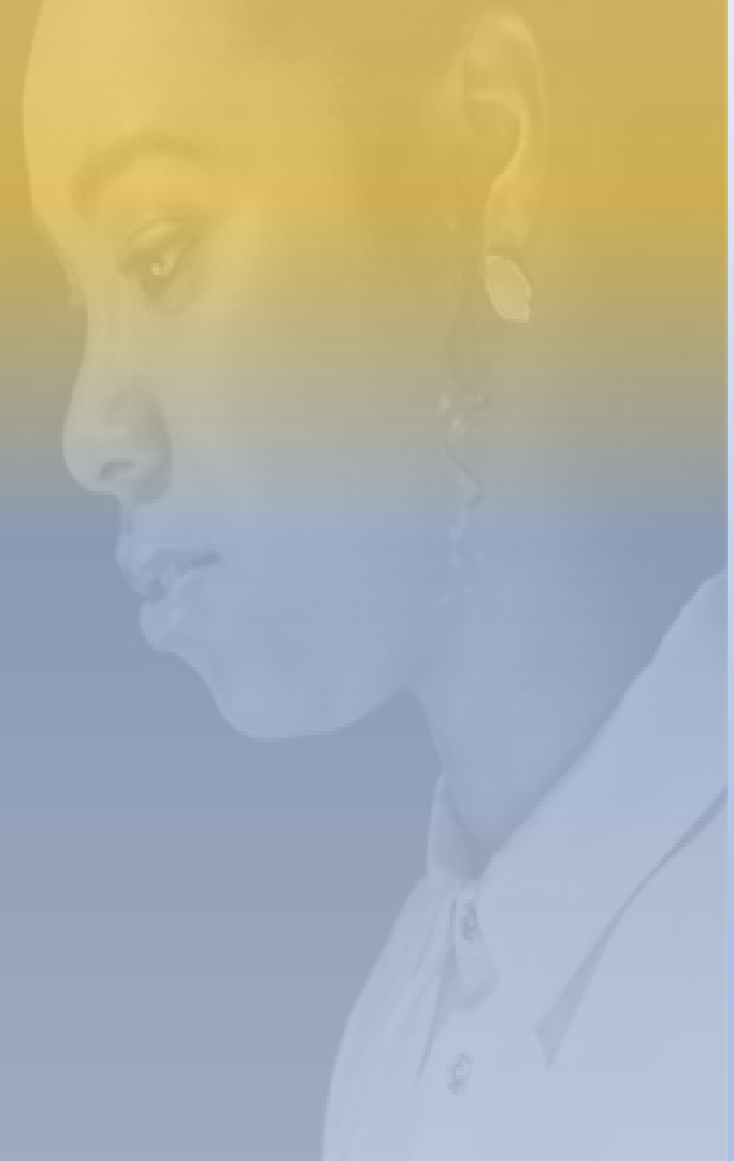
BROWARD COLLEGE

RECRUITMENT

RECRUITMENT

- Target schools near BC South Campus

- Target non-traditional DE students

- Schools identify students with GPA

- Schools do an interest intake survey

- BC visits schools for information sessions

- BC hosts Open House at South Campus

  - Students and Parents

CHALLENGES

- 4-Year Degree Stigma

- Transportation

- FAA Seat Time

- Food

- Instructors

- Pandemic

CONTACTS

James Payne
Broward County Public Schools
Director
Career, Technical, Adult &
Community Education
james.payne@browardschools.com
754-321-8400

www.browardschools.com
www.broward.edu/dual

Alexis Kitchman
Broward College
Senior Director, Dual Enrollment
akitchma@broward.edu
954-201-7137

Russell McCaffrey
Broward College
Dean, Transportation
Programs
rmccaffe@broward.edu
954-201-8085

Q&A

Osceola Technical College

Osceola Technical College

Career Dual Enrollment

Panelist: Patricia Collins, Principal

Panelist: Jennifer L. Aviles, Dual Enrollment Coordinator

Agenda:

Eligibility Requirements, Program Completion & Certifications

MOU for processing admission, withdraws and grade reporting

Articulation Agreement between district, high schools & colleges

Orientation, Transportation, Grades & Communication

Resources

Starting/Expanding Career Dual Enrollment Programs

Application Process:
Paper-based Application

All prospective students must complete the Dual Enrollment application available on the school's website or pick up a paper copy from their respective School Counselor.

- The application must be signed by the student's parent/guardian and the school counselor.

- Once the appropriate signatures have been obtained the school counselor will either scan the information over to the Dual Enrollment Coordinator or the Coordinator will pick up the information.

- Only approved applications should be scanned over to the Coordinator.

- The Coordinator will send an email confirmation that the application is on file.

- Email bi-weekly updates of any changes to program offerings, schedule changes, transportation availability, student expectations, etc.

Enrollment

When a student is accepted to a program at Osceola Technical College, he/she will receive one of three letters: accepted, waitlisted or denied.

- A formal decision letter is sent to the student's designated high school to be personally delivered to them by their Academic Counselor.

- A copy of the letter is also sent to the student's assigned district email.

- Mandatory orientation is offered virtually during evening hours to encourage parent participation.

- To confirm the student's plan to attend, a registration email is sent and he/she must confirm their attendance via a link in the email.

- If a waitlisted letter is sent, it will notify the student that the Coordinator will contact them when availability of a particular program becomes available.

- A denial letter will explain to the student as to why they were not accepted into the program.

Program Completion
& Certifications

- Students are required to take the industry certifications attached to their program. These tests are program mandates and assist the student in securing employment opportunities.

- Upon completion of the program, students will leave with the certification in their career industry.

- Most certifications are provided on campus, but it is possible that students will have to take a certification at an off-campus testing site. If this happens, a field trip is organized to transport student to and from the testing site.

Best Practices: MOU, Admissions, Withdraws, Grade Reporting

OSCEOLA TECHNICAL COLLEGE
every student, future ready

KISSIMMEE CAMPUS | 407-344-5080
501 Simpson Road, Kissimmee, FL 34744

POINCIANA CAMPUS | 407-343-7341
1030 Cypress Parkway, Kissimmee, FL 34759

ST. CLOUD CAMPUS | 407-343-7342
2901 17th Street, St. Cloud, FL 34769

Patricia Collins
PRINCIPAL

Eugene French
ASSISTANT PRINCIPAL
KISSIMMEE CAMPUS

Dr. Juanita McCall
ASSISTANT PRINCIPAL
KISSIMMEE CAMPUS

Esther Towers
ASSISTANT PRINCIPAL
POINCIANA CAMPUS

Sheryl Reyes-Cuevas
ASSISTANT PRINCIPAL
ST. CLOUD CAMPUS

A PROUD MEMBER OF:

SCHOOL DISTRICT OF OSCEOLA COUNTY
Debra Pace
SUPERINTENDENT
407-870-4008

Teresa "Terry" Castillo
Vice Chair
District 1 – Kissimmee
407-577-5022

Julius Melendez
District 2 – Kissimmee
321-442-2862

Jon Arguello
District 3 – Kissimmee
407-433-9082

Clarence Thacker
Chair
District 4 – Kissimmee
407-870-4009

Robert Bass
District 5 – St. Cloud
407-870-4009

Career Dual Enrollment Expectations

This is my official notification that I will participate in the Dual Enrollment Program with Osceola Technical College (oTECH). The purpose of this document is to establish an agreement between the student, parents, and Osceola Technical College for the following:

- Participation in the Career Dual Enrollment program.
- The postsecondary institution specifies dates that permit students to drop a course without penalty, known as "drop-add". The drop/add period is the first week of class. If a student drops within this approved timeframe, the dual enrollment course is not recorded to the postsecondary transcript. If the student withdraws after the college "drop-add" deadline, the postsecondary transcript will indicate a "W" or an "F" code for the course(s), depending on the date of withdrawal during the term. State Board Rule 6A-1.09941, F.A.C., State Uniform Transfer of High School Credits, establishes uniform procedures related to the high school's acceptance of transfer credit for students in Florida's public schools.
- A postsecondary institution shall assign letter grades to each student enrolled in a dual enrollment course. The letter grade assigned by the postsecondary institution shall be posted to the student's high school transcript by the school district. A grade is not assigned until the end of the course.
- If for any reason the student must withdrawal from the program, Osceola Technical College must receive notification prior to any schedule changes at their high school.
- Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on their college transcript.
- All grades, including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary

---

admission.

- Students that will use their own vehicle will follow all campus parking and driving rules.
- All books must be returned to the bookstore at the end of each semester. Students are responsible to pay for or replace any lost or damaged books.
- All students must dress in uniform based on the specific program requirements listed in the course syllabus.
- All students must adhere to the standards established by oTECH's Student Conduct Policies and Procedures available on our school website.
- Dual enrollment courses taught on a high school campus shall ensure minimal interruptions of instructional time. A student shall lose eligibility to participate in dual enrollment if the secondary institution where a course is being offered determines that a student is being disruptive to the learning process, such that the progress of other students and the efficient administration of the course are hindered.
- Students are expected to be in class on time. There are no excused or unexcused absences. Any student with 6 consecutive absences must be withdrawn.
- Students utilizing transportation provided by the Osceola County Transportation Department will be removed from receiving services due to poor attendance and/or disciplinary action. Students with 6 or more consecutive absences are no longer eligible to receive transportation and will be required to provide their own transportation to continue participation in the program.
- Students that are currently enrolled in a course but will not be able to complete because the last day of the academic school year does not permit the student to complete the scheduled hours, must return the following semester to complete the remaining hours to receive credit for course completion. Students that do not return to complete the course will have an "F" reported on the transcript.

Challenges

- District-funded transportation, budget constraints & student ridership.

- Training high school counselors to identify students that have met graduation requirements to participate.

- Completion rates for accreditation.

- Align bell schedule with the high schools for students to complete hours.

- Selecting programs students will complete prior to graduation based scheduled clock hours.

- Keeping documentation for each student; paper based vs. spreadsheet.

Marketing Strategies for Recruitment

- Create a Career Dual Enrollment webpage with the requirements, admissions process, available programs, etc.

- Monthly emails to counselors with updates regarding acceptances.

- Over communicate with parents and students. Emails have been most effective in providing updates and keeps the communications organized.

- Establish relationships and partnerships with all local, public, private, parochial, academic school counselors, college and career counselors, and charter schools in Osceola County.

  - Attend community events that provides the opportunity to recruit potential students.
  - Record informational sessions with instructors to promote their program and share with the college and career counselors.
  - Provide virtual, in-person, and email correspondence as a communication platform to learn about program offerings.
  - Email monthly marketing flyers about our programs to the students directly.
  - Post on Remind for all high schools, flyers of your programs.
  - Present to seniors directly with program offerings every semester.
  - Attend SAC meetings, report card nights, curriculum nights and any other events that afford them the opportunity to recruit potential students.

Articulation Agreement between District, High Schools and Colleges

- Articulation agreement is available for most programs after completion of the program and attainment of all certifications associated with the program.

- Articulation Link: District Articulation

- Articulation Link: https://valenciacollege.edu/academics/programs/as-degree/credit-otec.php

Review of Information

Please check out our website for in-depth information

https://www.osceolaschools.net/otech

Facebook: weareoTECH

Twitter: @weareoTECH

If you have questions after today, please email:
Patricia.collins@osceolaschools.net
Jennifer.Aviles2@osceolaschools.net

Florida Department of Education — fldoe.org

Q&A

Northwest Florida State College

NORTHWEST FLORIDA STATE COLLEGE

Panel Presentation for Career Dual Enrollment

February 1, 2022

Collegiate High School

- Collegiate High School (CHS) Mission

- Benefits of Attending CHS

- Atmosphere and Culture

- Post-Graduation Opportunities

Starting New Career Dual Enrollment Programs

Welding

- Assess Local Need

- Align Clock Hour Programs to Existing Programs

- Use Creative Scheduling

- Embed Industry Certifications

Starting New Career Dual Enrollment Programs
Aviation Airframe Mechanics

- Program Alignment With High School
- Scheduling
- Next steps

Recruitment and Marketing Strategies

Dual Enrollment Preflight

- Half Day event on main campus

Propel

- Saturday event at the ACE Facility

Futures Forward

- CTE immersion Summer Camp

Panelists & Helpful Links:

Anthony Boyer

Principal, Collegiate High School

boyera@nwfsc.edu

Dr. Michael Erny

Dean, Career Education

ernym@nwfsc.edu

Rhonda Springfield

Director, K-12 Partnerships

springfr@nwfsc.edu

NWFSC Home Page

nwfsc.edu

Collegiate High School

https://chs.nwfsc.edu/

Aviation Program

https://www.nwfsc.edu/academics/degrees-offered/aviation/

Dual Enrollment

https://www.nwfsc.edu/academics/dual-enrollment/

Kids on Campus

https://www.nwfsc.edu/academics/non-degree-programs/koc/

Q&A

Lorenzo Walker Technical College

Career Dual Enrollment Expansion Approach

- Strategic Planning
- Business Partnerships
- Facilities
- Funding
- Staffing

Career Dual Enrollment Best Practices

- Public Relations and Marketing
- School Culture
- Staff Selection
- Scheduling
- High Expectations – College and Career Readiness
- Work Based Experiences
- Student Support Systems

Career Dual Enrollment Challenges

- CTE misconceptions
- High school graduation requirements
- Funding
- Facilities

Career Dual Enrollment Articulation

- Articulation agreement
- Marketing and recruiting
- Career pathways

Career Dual Enrollment Marketing Strategies

- 5th grade tours
- 8th grade visits
- Community tours
- Spring Career Exploration Camp
- Healthcare Careers Summer Camp
- Transportation Careers Summer Camp
- Partnerships with nonprofit organizations
- Future Ready Collier
- Future Makers

Yolanda Flores, Administrative Director

Lorenzo Walker Technical College

3702 Estey Ave.

Naples, FL 34104

(239) 377-0904

floresyo@collierschools.com

Q&A

Get-There Faster Career Dual Enrollment Pathways Expansion Grant Resources

- Application Due Date: **Tuesday, March 1, 2022**

- Application Website:
  - https://www.fldoe.org/academics/career-adult-edu/funding-opportunities/careerdualenrollment.stml

FDOE Contacts

Elizabeth Moya
Assistant Vice Chancellor, Articulation and Career Education Policy
Elizabeth.Moya@fldoe.org

Alexandria Armstrong
Director, Articulation & Career Education
Alexandria.Armstrong@fldoe.org

Trinity Henderson
Manager, Course Code Directory
Trinity.Henderson@fldoe.org

Yolanda Singletary
Educational Policy Analyst
Yolanda.Singletary@fldoe.org