

## Guidelines for Awarding Credit in Career and Technical Education (CTE), Humanities, and Other Delivery Models

*MCL 380.1278b (7) The board of a school district or board of directors of a public school academy that operates a high school shall ensure that each pupil is offered the curriculum necessary for the pupil to meet the curricular requirements of this section and section 1278a. The board or board of directors may provide this curriculum by providing the credits specified in this section and section 1278a, by using alternative instructional delivery methods such as alternative course work, humanities course sequences, career and technical education, industrial technology courses, or vocational education, or by a combination of these. School districts and public school academies that operate career and technical education programs are encouraged to integrate the credit requirements of this section and section 1278a into those programs.*

*MCL 380.1278a Excerpt: (i) At least 4 credits in mathematics that are aligned with subject area content expectations developed by the department and approved by the state board under section 1278b, including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, precalculus, calculus, applied math, accounting, business math, a retake of algebra II, a course in financial literacy as described in section 1165. A pupil may complete algebra II over 2 years with 2 credits awarded or over 1.5 years with 1.5 credits awarded for the purposes of this section and section 1278b. **A pupil also may partially or fully fulfill the algebra II requirement by completing a department-approved formal career and technical education program or curriculum such as a program or curriculum in electronics, machining, construction, welding, engineering, computer science or renewable energy, and in that program or curriculum successfully completing the same content as the Algebra II benchmarks assessed on the department-prescribed state high school assessment, as determined by the department.***

*MCL 380.1278b (11). Excerpt: During the process of developing and reviewing a pupil's Educational Development Plan, the pupil shall be advised that many of the curricular requirements of this section and section 1278a may be fulfilled through career and technical education.*

## Overview of Requirements and Responsibilities

The high school graduation requirements specify the minimum number of credits a student must have in English language arts, mathematics, science, social studies, physical education/health, arts, and languages other than English. The responsibility for planning and scheduling courses, delivering instruction, and awarding credit resides with the local school district. The *High School Content Expectations* were developed, approved, and published to help schools align curriculum and instruction to allow students to demonstrate that they have met expectations and can receive credit.

The local school district or public school academy is responsible for awarding credit and for specifying which courses or programs will earn credit. This is especially important with the math-related credit, third science, languages other than English, the visual, performing, and applied arts credit, and credit substitutions using a department approved career and technical education (CTE), program. In these areas, a variety of courses or programs could be designated as qualifying for credit and students, parents, and teachers should have a clear understanding of which credits will be awarded in these areas. Co-teaching or collaborative teaching is not required for these credits.

Academic content embedded in CTE integrated course sequences (humanities, for example), and project based learning are delivery models in which students may earn credit or partial credit by successfully demonstrating that they have met subject area content expectations. The assignment of credit must be based, in part, on student performance on an assessment or assessments that measure student achievement of expectations. These programs give students the opportunity to apply academic content in real-world situations to demonstrate proficiency. Students must complete all of the high school credit requirements at the same level of performance as required of all Michigan students. CTE students must also meet the technical standards and certification requirements of their chosen field of technical study.

### Part I. Developing a Process for Assigning Credit in CTE

1. Form a work team with teachers from both the academic subject areas and from state approved CTE instructional program areas.
2. Using the *High School Content Expectations*, CTE standards, curriculum documents, and instructional units, review the CTE courses to determine which courses include substantial academic content, e.g., Health Sciences for science content, Business Administration for English language arts content, and Aeronautics/Aviation/Aerospace for math content.
3. The team should work together to determine which CTE programs will offer academic credit and how much credit can be offered.
4. When gaps in content expectations are identified, the team can plan ways to meet the remaining content expectations, such as using online courses or tutorials or a project. The school has flexibility to develop ways to assist each student to meet all content requirements.
5. Academic and CTE teachers work together to develop the curriculum for each course that will be credit-bearing and to specify the assessments to be used to measure student progress toward proficiency. Assessments can be based on state developed assessments, created by the local district, or may be purchased, as long as the assessments measure the content taught.
6. Co-teaching or collaborative teaching (described below) must be used to develop and/or deliver CTE courses for academic credit.
7. Co-teaching or collaborative teaching is **not required** for CTE courses that will qualify to satisfy the math-related credit, science credit, language other than English, or the visual, performing, and applied arts credit.

## **Collaborative Teaching Model**

The collaborative teaching model is required for all CTE programs that are taught by teachers who are not Highly Qualified in the core academic content area, as defined by *No Child Left Behind* (English, reading or language arts, math, science, social studies, etc.), but are certified or annually authorized in CTE. The collaborative teaching model was developed by the New York State Education Department. It involves the ongoing, active, and substantive participation of teaching professionals, working in proximity and representing different educational content areas, directed toward the creation and delivery of integrated, aligned instruction. The collaborative teaching of CTE courses is based on criteria that are consistent and demonstrable:

- Involvement of at least one Highly Qualified teacher of the core academic subject and at least one certified CTE teacher
- The course is based on the *Michigan High School Content Expectations* and the applicable CTE technical standards and is co-developed, as indicated by the completion of a curriculum document showing the crosswalk between standards and specifying the assessment or assessments to be used to measure student proficiency
- Scheduled meetings throughout the school year of all teachers involved in collaborative teaching to discuss student progress
- Completion of professional development activities involving both core academic subject and CTE subject areas
- Completion of an annual review by collaborating teachers of student achievements and the development of suggestions for continuous improvement
- Submission of an annual report by collaborating teachers to school or school district administration

A recommended part of the collaborative teaching process includes the completion of a year plan (scope and sequence) for instructional delivery involving both the core academic teacher(s) and the CTE teacher(s).

## **Collaborative Teaching for Relevance**

The CTE model of collaborative teaching is described above, but a similar model should be established in core academic classrooms as well. The math, English language arts, social studies, and science teachers should work with CTE teachers and business professionals from the community to help students understand how the academics will help them in “real world” situations. The opportunity to make the connection between school and postsecondary work, training, and education will help prepare all students for the 21<sup>st</sup> century world that awaits them after graduation.

## **Part II. Developing a Process for Assigning Credit in Integrated Course Sequences and Project Based Learning**

1. Form a work team with teachers from the all of the academic disciplines that will be covered in the course sequence or project based learning block.
2. Using the *High School Content Expectations*, identify the expectations that will be taught and create the course syllabus.
3. The team should work together to determine what type of academic credit (social studies, science, visual arts, etc.) will be offered and how much credit can be awarded upon completion.
4. When gaps in content expectations are identified, the team can plan ways to meet the remaining content expectations, such as using online courses or tutorials or a project. The school has flexibility to develop ways to assist each student to meet all content requirements.
5. The team will also specify assessments to be used to measure student progress toward proficiency. Assessments can be based on a state developed assessment, created by the local district, or may be purchased, as long as the assessment measures the content taught.

## **Collaborative Teaching Model in Other Disciplines**

Career and Technical Education has pioneered the use of a collaborative teaching model to integrate academic instruction with hands-on career instruction. It was begun, in part, to overcome difficulties of awarding academic credit when using teachers that were not deemed Highly Qualified in an academic subject area. Collaborative teaching will be just as effective in integrated course sequences or project based learning models. It involves the ongoing, active participation of teaching professionals from different academic disciplines, working in proximity to incorporate different educational content areas into a comprehensive unit that can cover a variety of content expectations over the course of a semester or a school year. Teachers can create and deliver integrated, aligned instruction and move students toward proficiency in a coherent, efficient process. The collaborative teaching, based on the CTE model, has criteria that are consistent and demonstrable:

- Involvement of teachers who are Highly Qualified in each of the academic disciplines in the sequence or project based model. In a math/science integrated sequence, for example, teachers who are Highly Qualified in each core academic content area will be involved in the planning, development, and teaching
- The course is based on the Michigan High School Content Expectations and the curriculum and syllabus are co-developed, showing the high school content expectations to be covered and specifying the assessment or assessments to be used to measure student proficiency
- Scheduled meetings throughout the school year of all teachers involved in collaborative teaching to discuss student progress
- Completion of professional development activities involving all academic subject areas
- Completion of an annual review by collaborating teachers of student achievements and the development of suggestions for continuous improvement
- Submission of an annual report by collaborating teachers to school or school district administration

A recommended part of the collaborative teaching process includes the completion of a year plan (scope and sequence) for instructional delivery involving teachers from all of the academic disciplines involved in the integrated sequence or project based model.

### **Part III. Flexible Learning Options**

The following link provides a brief overview of flexible learning options listed below that are available to public school students in Michigan. There are links and legislative references offered to assist local education agencies (LEAs) and intermediate school districts (ISDs) in considering implementation options to enhance instruction. Please contact Brian Barber at (517) 335-3005 or [barberb2@michigan.gov](mailto:barberb2@michigan.gov) for questions regarding this document.  
[http://www.michigan.gov/documents/mde/Flexible\\_Learning\\_v5.20.14\\_posted\\_457457\\_7.pdf](http://www.michigan.gov/documents/mde/Flexible_Learning_v5.20.14_posted_457457_7.pdf).

#### **Seat Time Waiver**

Section 101 (9) of the State School Aid Act allows the State Superintendent to waive the required days and hours of student instruction for alternative education programs or other innovative programs. This includes a four-day school week. The alternative program must be approved by the Michigan Department of Education.

Types of Waivers:

- 100% Online Seat Time Waiver
- Blended Learning Seat Time Waiver
- Online Learning without a Waiver
- Options for Hours and Days Waivers
- Work-Based Learning Experiences
- College Course Enrollment and Early/Middle Colleges
- Testing Out
- Personal Curriculum

#### **Part IV. How to Complete Reporting for Integrated Instruction and Flexible Learning Options**

1. CTE Content and Academic Content – If the course is taught by one CTE teacher, the course is reported within CTEIS. If the course is taught by one academic teacher, the course is reported in the Teacher Student Data Link using the NCES/SCED subject code.
2. Content dually taught with CTE and academic teacher – The CTE course is reported through CTEIS and the academic course in the TSDL using NCES/SCED subject code. Up to three teachers can be reported for one course in the TSDL.
3. 100% online – The course is reported in the TSDL as virtual and in MSDS a mentor teacher must be reported.
4. The Registry of Educational Personnel has Highly Qualified information for academic courses. The teacher is reported by assignment code.