

Designing and Implementing Career and Technical Education in Early Middle College Programs of Study



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Forward

The Michigan Department of Education, Office of Career and Technical Education (CTE) is pleased to share this step-by-step guide to Designing and Implementing CTE Early Middle College (EMC) Programs of Study (POS). This model is predicated on the assumption an EMC program and state approved Perkins funded CTE program exists. The information is meant to be a resource guide for districts to use for planning.

Process Steps:

1. Compose a Leadership Team
2. Identify CTE Options
3. Create Advisory Committees
4. Gather Certification Documents
5. Draft the Program(s) of Study
6. Obtain Approval at the District Level
7. Request Program Approval
8. Promote to Stakeholders
9. Monitor for Continuous Improvement

Step 1: Determine Need and Support

Determine Need

- College Credit Opportunities
- Student Career Interest Data
- Labor Market Data

Need	Example		
College Credit Opportunities	Local Community College Articulated Credit, Dual Enrollment, AP for Business pathway		
Student Career Interest Data	Xello or Career Cruising Data showing 13% of current eighth graders are interested in careers in the Nursing pathway		
Labor Market Data	<ul style="list-style-type: none"> • Median State Wages 2020 = \$35.11 hourly, \$73,040 annual • National Employment 2020 = 3,080,100 employees • Projected National Growth = 2020-2030 5% to 10% • Projected National Openings = 2020-2030 194,500 employees • Median National Wages 2020 = \$36.22 hourly, \$75,330 annual 		

Determine District Support

Role	Name/Contact Information
Board of Education	
Superintendent(s)	
Principal(s)	
Career Education Director	
Postsecondary Partner(s)	
Counselors	
Data Director	

Step 2: Compose a Leadership Team

Role	Position/Name/Contact Information
Secondary Team Ex: Building Administrator, Counselor, District Curriculum Director	
Postsecondary Team Ex: Dean, Department Head, Lead Faculty, Director of Admissions	
Business and Industry Ex: Sector specific employers	

Step 3: Identify CTE Options

- Existing Secondary CTE Options
- Existing Postsecondary CTE Options
- Potential Secondary CTE Options
- Potential Postsecondary CTE Options

High School State-Approved CTE Program	Postsecondary Program
Agriscience	NA (not an option with this postsecondary partner)
Health Sciences	Nursing Associate Degree
Welding	Welding Certificate and Welding Associate Degree

Step 4: Create Advisory Committees

- Existing Committees
- Potential Committees

Committee Member	Role

Step 5: Gather Certification Documents

- Secondary Teacher Certifications
- Postsecondary Faculty Accreditation Requirements

CTE Teacher	Postsecondary Faculty
High School CTE Teacher Certificate	Accreditation such as Higher Learning Commission (HLC) requirements. Specific CTE work experience requirements.

Step 6: Draft the Program(s) of Study

- Collaborate with postsecondary and business/industry partners
- Align to the intended outcome of the CTE EMC program pathway
- Include the complete course title, course number, and timeframe
- Connect student learning to employment opportunities after graduation

13th Grade Sequence of Courses

1st Semester	2nd Semester

Step 7: Obtain Approval at the District Level

- Seek approval to award high school credit for CTE programs or dual enrollment courses in the EMC program of study

Entity	Position/Name/Contact Information
Public School	
Postsecondary	
State Agency	

Step 8: Request CTE Program Approval

Request CTE state-approval (Perkins Funded) for the CTE EMC program.

State-Approved CTE Program	Program Code

Step 9: Promote to Stakeholders

- Identify key stakeholders
- Facilitate collaboration between consortium/county technology center and building level personnel
- Consider promotional materials to develop

District/Consortium Level Stakeholders

Role	Communication Plan
Superintendent	
Assistant Superintendent	
Curriculum Director	
CTE Director	
School Board Members	
Student Data Entry Staff	
Service Agency Data Collection Team	

Building Level Stakeholders

Role	Communication Plan
Building Principal	
Building Curriculum Director	
CTE Advisory Committee	
Department Chair-Academic	
Department Chair-CTE	
School Counselor	
School Improvement Chair	
Students/Parents/Other	
Student Data Entry Staff	

Step 10: Monitor for Continuous Improvement

CTE EMC Actions	Individual Responsible
Review data for successes and improvements	
Attend professional development conferences including state and national	
Attend state academic content area conferences	
Monitor industry updates	
Update Memorandum of Understanding (MOU) with postsecondary partners to include CTE	
Update CTE EMC promotional materials	
Update CTE EMC application	
Update CTE EMC programs of study	

CTE EMC Actions	Individual Responsible
Review curriculum alignment	
Monitor for any changes in CTE standards	
Add additional programs of study and/or postsecondary partners	
Maintain knowledge related to employment in industries	
Other	

Step 11: CTE EMC Additional Considerations

Considerations
Align curriculum and determine Program(s) of Study
Conduct a Financial Analysis
Develop a Memorandum of Understanding (MOU)
Develop a Frequently Asked Questions (FAQ) document
Develop an Organizational Chart
Develop student support services
Communicate with all stakeholders
Host informational sessions for prospective students/families
Provide assessment testing (if applicable)

Considerations
Develop and conduct student selection process
Provide mandatory orientation

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