



DEPARTMENT 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\*

September 2018-June 2021

(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 Culinary & Hospitality Management 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 Culinary & Hospitality Management CTE Program of Study, which includes the following coursework: Fundamentals of Culinary Arts & Hospitality Management; Advanced Food Production & Hospitality Management; and The Culinary & Hospitality Professional, will be granted advanced standing in the Culinary Arts, Hospitality Management, or Food Safety Degree Programs 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 –

Hospitality Management Program

Table with 6 columns: Program of Study Title, Other Required Courses for Advanced Standing, DTCC Course Code, DTCC Course Title, Number of Credits, Type of Advanced Standing. Row 1: Culinary & Hospitality Management, Demonstration of Mathematics and English Language Arts Readiness, HRI 211, Food Principles/Menu Planning, 3 credits, Articulation.

If a student earns the ServSafe Food Protection Manager Certification, an industry- recognized credential, within an approved CTE program at the secondary level, the student may enter DTCC in the identified program with advanced standing in one of the following course(s) and earn the following number of credits through articulation:

**Food Safety Program**

<b>Industry Recognized Credential:</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>
ServSafe Food Protection Manager Certification	Demonstration of Mathematics and English Language Arts Readiness	FSY 110	Food Safety & Sanitation	3 credits	Articulation

**Culinary and/or Hospitality Management Program**

<b>Industry Recognized Credential:</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>
ServSafe Food Protection Manager Certification	Demonstration of Mathematics and English Language Arts Readiness	CUL 119	Food Safety & Sanitation	2 credits	Articulation

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

**Delaware Local Education Agency will:**

- Submit and have approved a Delaware Culinary & Hospitality Management CTE Program of Study proposal;
- Offer the Delaware Culinary & Hospitality Management 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 – members of the local advisory committee, principals, school counselors, teaching staff, parents, and students;
- Communicate advanced standing status to parents and students; and
- Identify a Culinary & Hospitality Management contact person at the local education agency central office who will communicate with DTCC regarding this agreement.

**Students will:**

- Complete the entire Delaware Culinary & Hospitality Management CTE Program of Study by successfully completing all required courses;
- Take and pass the ProStart® National Certificate of Achievement (COA) exam;
- Earn a grade of 80% or higher in all Delaware Culinary & Hospitality Management 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
- Provide evidence of the current (within five years) 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;
- Provide timely notice to stakeholders regarding any major changes to relevant Delaware Technical Community College programs including, but not limited to, programs under review to be eliminated
- 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 Culinary, Hospitality Management, or Food Safety programs with advanced standing and the number of credits articulated.

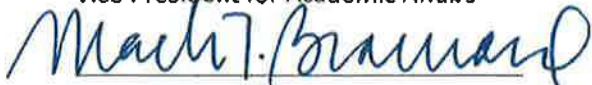
**Delaware Department of Education will:**

- 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 Culinary & Hospitality Management CTE Program of Study and local education agency contact information;
- Update and maintain the Delaware Culinary & Hospitality Management CTE Program of Study in partnership with the institution of higher education and business & industry partners;
- Update and maintain the Delaware Culinary & Hospitality Management CTE Program of Study articulation agreement in partnership with the institution of higher education; and
- Provide names of graduates who complete the pathway and those who earned 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:**

  
 Justina Sapna  
 Vice President for Academic Affairs

  
 Mark T. Brainard, J.D.  
 President

**For Delaware Department of Education:**

   
 Dr. Chuck Longfellow  
 Associate Secretary, Operations Support

 3/15/19  
 Dr. Monica Gant, Ph.D.  
 Associate Secretary, Academic Support

DOE Workgroup Director Initials: 

DOE Finance Director Initials:  MMS

