

8/4/2017

ACCTech Curriculum Training

ACC RIVERSIDE CAMPUS

- 8:30 am Sign In
- 9:00 am Opening Session
- 10:10 am Breakout Session 1
- 10:45 am Breakout Session 2
- 11:20 am Breakout Session 3
- 11:55 am Breakout Session 4
- 12:30 pm Breakout Session 5
- 1:00 pm Training Ends

BREAKOUT SESSION SCHEDULE

| | Breakout 1 10:10-10:40 | Breakout 2 10:45-11:15 | Breakout 3 11:20-11:50 | Breakout 4 11:55-12:25 | Breakout 5 12:30-1:00 |
|--|--|----------------------------------|----------------------------------|------------------------------------|---|
| Building G, Room 8100 | Integrated Software Applications (HS BUSIM equiv.) | Introduction to the Internet | PC Hardware | Object Oriented Programming - Java | Web Design Tools & Web Page Programming |
| Building G, Room 9135 | Child Development & Criminal Justice | Accounting | Principles of Management | Small Business Management | International Business |
| Building G, Room 9137 | Biotechnology | | Introduction to TV Tech | Medical Terminology | |
| Building A, Room 2211 | Introduction to Engineering | Technical Drafting | Intermediate CAD | Architectural Drafting | Networking Fundamentals |
| Building A, Room 2266 | Principles of Marketing | Principles of Retailing | Introduction to Fashion | Principles of Finance | Personal Finance |
| Building A, Room 2210 | Vector Graphics | Digital Publishing | Digital Imaging | Web Design 1 | 2D Design for Games |
| Building A, Room 2212 | Automotive Body Repair & Refinish | Vehicle Trim & Hardware | Basic Metal Repair | Auto Body Welding | |
| Building C Room 3115 | Building Trades | | | | |
| Building B Room 4201 | Automotive Technology and Small Engine Technology | | | | |
| Frank Squires Building Room 103 | DC Circuits | AC Circuits | Solid State Devices | Digital Fundamentals | |

WELCOME

The ACC Riverside Campus, 1020 Grove Boulevard, Austin, Texas 78741, is one of 11 campuses in the ACC District service area. Located on 195 acres in southeast Austin, the campus provides comprehensive higher education programs and services to approximately 7,500 students.

ACC Riverside offers university transfer degrees and core curriculum courses, workforce/technical degrees and certificates, and comprehensive student support services, such as advising and counseling, financial aid, library facilities and media services, as well as computer centers and a learning lab with free tutoring.

The campus is home to a variety of workforce programs including Heating, Air Conditioning, and Refrigeration, Automotive Technology, Building Construction Technology, Electronics, Jewelry, Personal Fitness Trainer, Renewable Energy, and Welding Technology.

The faculty and staff at Riverside are ready to assist you in making the best decisions in your educational plans to achieve your career goals.

We look forward to seeing you!

CAMPUS HOURS

Monday–Thursday: 7 a.m.–10:40 p.m.

Friday: 7 a.m.–10 p.m.

Saturday: 8 a.m.–7 p.m.

Sunday: Noon–6 p.m.

Riverside Campus PHONE DIRECTORY

Main Number
512-223-6000; TDD 512-223-6252

Emergency Number
512-223-7999 or 222 from an ACC phone

| Department | Room | Phone |
|---|-----------------|--------------|
| Admissions & Records | Bldg. G/Rm 8105 | 512-223-6020 |
| Advising Center | Bldg. G/Rm 8116 | 512-223-6201 |
| Assessment Office | Bldg. G/Rm 8116 | 512-223-6015 |
| Bookstore austincc.bncollege.com | Bldg. G | 512-385-5727 |
| Campus Administration | Bldg. A/Rm 2208 | 512-223-6206 |
| Career Center | Bldg. G/Rm 8116 | 512-223-6201 |
| Cashier Office | Bldg. G/Rm 8134 | 512-223-2274 |
| Computer Center | Bldg. A/Rm 1126 | 512-223-6010 |
| Counseling Center | Bldg. G/Rm 8116 | 512-223-6201 |
| Duplication/Mailroom | Bldg. A/Rm 2209 | 512-223-6177 |
| Financial Aid | Bldg. G/Rm 8140 | 512-223-4243 |
| International Admissions | Bldg. G/Rm 8105 | 512-223-6241 |
| Learning Lab | Bldg. G/Rm 9100 | 512-223-6037 |
| Library | Bldg. A/Rm 1108 | 512-223-6006 |
| Media Center | Bldg. A/Rm 1121 | 512-223-6007 |
| Police (District) | Bldg. A/Rm 2238 | 512-223-6044 |
| Student Accessibility Services (SAS) | Bldg. G/Rm 8138 | 512-223-6244 |
| SAS Testing | Bldg. G/Rm 8141 | 512-223-6244 |
| Student Life | Bldg. G/Rm 8130 | 512-223-6264 |
| Support Center | Bldg. G/Rm 8138 | 512-223-6026 |
| Testing Center | Bldg. A/Rm 1132 | 512-223-6242 |
| Veteran Affairs | Bldg. G/Rm 8140 | 512-223-6165 |

Visit the Board of Trustees' website
at austincc.edu/board

Visit the President's website
at austincc.edu/pres

*ACC is an equal opportunity
educational institution.*

austincc.edu



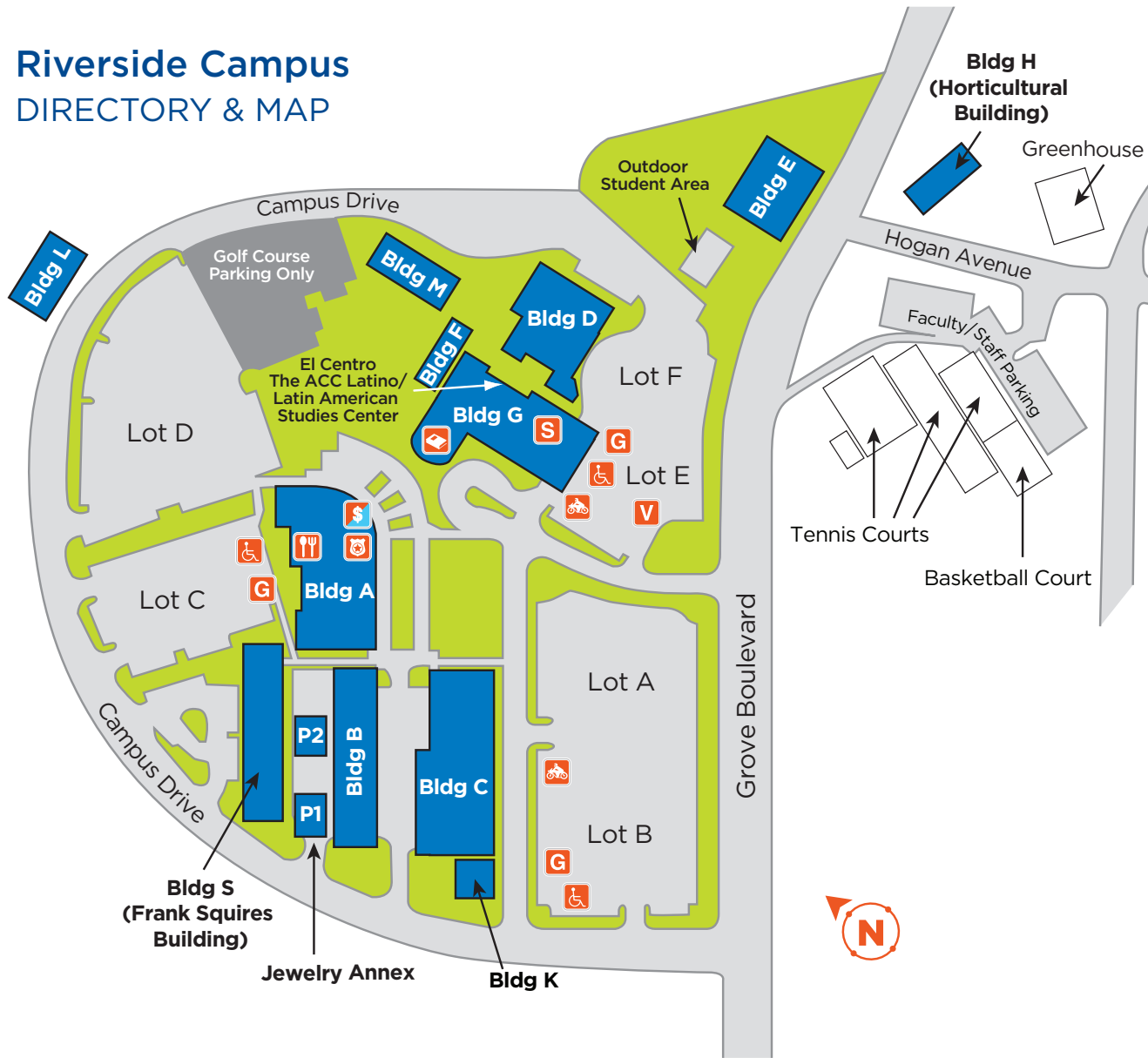
Riverside Campus DIRECTORY & MAP



1020 Grove Boulevard | Austin, Texas 78741

Riverside Campus

DIRECTORY & MAP



MAP LEGEND

- | | | | |
|--|--|--|---------------------|
| | Information | | Bookstore |
| | District Police | | Handicapped Parking |
| | Student Services (Admissions, Advising, Financial Aid, etc.) | | Green Car Parking |
| | Food Services | | Visitor Parking |
| | Higher One ATM and Credit Union ATM | | Motorcycle Parking |

| Building A | | Rooms: 1103-1170/2208-2297 |
|-------------------------------------|--|---|
| 1st Floor | <ul style="list-style-type: none"> Accent Newspaper ATM Machines (Higher One, A+) Faculty Offices Food Services | <ul style="list-style-type: none"> Health & Kinesiology Offices (Gym, Weight Rm) Library Services Media Services Student Lounge Testing Center |
| 2nd Floor | <ul style="list-style-type: none"> Academic Departments Communications Honors Math & Sciences Social Behavioral Sciences Speech Campus Manager District Police | <ul style="list-style-type: none"> Duplication/Mailroom Faculty Offices Gallaudet University at ACC Regional Center Labs Biology Chemistry Physics/Geology |
| Building B | | Rooms: 4201-4230 |
| | <ul style="list-style-type: none"> Applied Tech, Multimedia & Public Service Automotive Classrooms, Garages, and Offices | <ul style="list-style-type: none"> Power Mechanics |
| Building C | | Rooms: 3101-3149 |
| | <ul style="list-style-type: none"> Air Conditioning, Heating & Refrigeration Technology Building Construction Technology | <ul style="list-style-type: none"> Classrooms, Labs, & Offices Jewelry Welding Technology |
| Building E | | Rooms: 7001-7013 |
| | <ul style="list-style-type: none"> Classrooms Health & Kinesiology Lab (First Aid and Safety) | <ul style="list-style-type: none"> Duplication Math Computer Classroom Supplemental Instruction Classrooms |
| Building G | | Rooms: 8100-8163/9100-9159 |
| 1st Floor | <ul style="list-style-type: none"> Bookstore (Outside Entrance) Cashiers Classrooms Lecture Hall/Auditorium Math Computer Classroom Student Life Office Student Lounge | <ul style="list-style-type: none"> Student Services Admissions & Records Advising & Counseling Career Services Financial Aid International Admissions Student Accessibility Services Support Center Veterans Affairs |
| 2nd Floor | <ul style="list-style-type: none"> Adjunct Faculty Office (9139) Business Studies Offices Computer Studies & Advanced Technology Offices & Labs Developmental Offices, Classrooms & Labs | <ul style="list-style-type: none"> Duplication "El Centro" Latino/Latin American Studies Center Faculty Offices Interpreter Services Learning Labs (Computer Lab) Special Populations |
| Building H | | Rooms: 100-105 |
| | <ul style="list-style-type: none"> Campus Maintenance Office CE Gateway | <ul style="list-style-type: none"> Horticulture Classroom & Lab |
| Building S (Frank Squires Building) | | Rooms: 100-126 |
| | <ul style="list-style-type: none"> Electronics & Advanced Technologies | |
| Annex 200-300 | | Rooms: 200-301 |
| | <ul style="list-style-type: none"> Applied Tech, Multimedia & Public Service | <ul style="list-style-type: none"> Jewelry Annex |
| Annex 400 | | Rooms: 100A-100G |
| | <ul style="list-style-type: none"> Adjunct Faculty Offices | |

| Aug 2017 | | | | | | |
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| Sep 2017 | | | | | | |
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| Jan 2018 | | | | | | |
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| Feb 2018 | | | | | | |
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| Mar 2018 | | | | | | |
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| Apr 2018 | | | | | | |
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| May 2018 | | | | | | |
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| June 2018 | | | | | | |
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| Jul 2018 | | | | | | |
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| 29 | 30 | 31 | | | | |

Important dates

August 4 – Curriculum Training at ACC Riverside
 August 25th – Deadline for New Teacher Credentials to be submitted
 August 25th – Deadline for all Teacher training to be completed
 June 15 – Curriculum Training for all program areas

Guiding Council Meetings

September 1
 January 5
 April 27

Consortium Meetings

September 8
 January 12
 May 4

CATEMA Deadlines

September 29 – Fall and Year-long classes created in CATEMA
 October 31 – Students accepted into Fall and Year-long classes
 February 15 – Spring only classes created in CATEMA
 February 28 – Students accepted into Spring only classes
 Last Day of School – All students in CATEMA must be complete



FAQ's for High Schools

What is ACCTech?

ACCTech is a program that gives high school students the opportunity to receive college credit for a career and technology course taken in high school.

How does it work?

Courses available for articulation are documented in an articulation agreement between the school district and Austin Community College. The agreement also outlines all of the requirements for course delivery and the assessments required for the student to receive credit.

How does my school obtain an articulation agreement?

Please contact the ACCTech Coordinator via email at rfrancis@austincc.edu to request an articulation agreement.

What is required of an articulated credit teacher?

Teachers of articulated courses are required to deliver the college curriculum in their classroom in addition to the required TEKS.

Teachers must also do the following:

- Submit transcripts to the ACCTech Office
- Submit a current resume to the ACCTech Office
(The resume should highlight the teachers work experience in the area they will be teaching)
- Complete Annual Curriculum Training
- Utilize the Career and Technology Management Application (CATEMA) to record student grades

What do my students need to do to be eligible for credit?

Students must create a CATEMA enrollment for the class. They must have an 80 or higher class average and a 70 or better on the End of Course Assessment to be eligible for credit. Exceptions to this criteria will be noted in the articulation agreement.

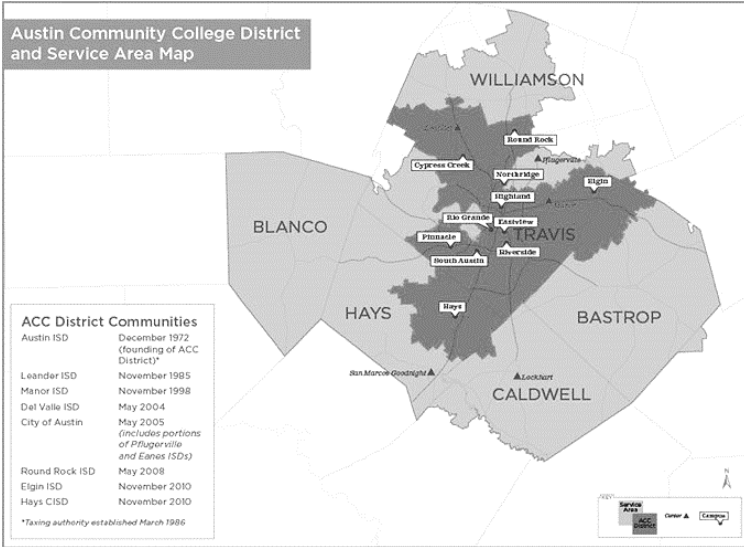
What do my students need to do to have their articulated credit documented?

Students must take at least 1 college credit class at ACC to generate a transcript on which the credits can be applied.

How do my students receive credit?

Students with grades recorded in the CATEMA system will have their credits automatically applied to their ACC transcript the semester after they complete one college credit course at ACC.

ACC Service Area & Tuition and Fees rates



| ACC Taxing District 2017 | |
|--------------------------|---|
| County | Independent School Districts |
| Bastrop | Bastrop ISD, Elgin ISD*, Smithville ISD |
| Blanco | Blanco ISD, Johnson City ISD |
| Caldwell | Lockhart ISD, Luling ISD, Prairie Lea ISD |
| Hays | Dripping Springs ISD, Hays CISD*, San Marcos CISD, Wimberley ISD |
| Travis | Austin ISD*, Del Valle ISD*, Eanes ISD**, Lago Vista ISD, Lake Travis ISD, Manor ISD*, Pflugerville ISD** |
| Williamson | Georgetown ISD, Jarrell ISD, Leander ISD*, Liberty Hill ISD, Round Rock ISD* |

*School districts within the ACC tax district.

**School districts where a portion of the ISD boundary is in the City of Austin. Properties that pay City of Austin taxes are also a part of the ACC tax district.

Residency

To be considered a Texas resident, students must reside in Texas at least 12 months before enrollment into ACC and must be a U.S. citizen, permanent resident, or non-citizen Texas resident. ACC recognizes the following classifications when determining tuition rates:

- **In-Taxing District:** Texas residents are considered in-district if their address on file in Admissions and records is within ACC’s taxing district.
 - ACC’s taxing district includes Austin, Del Valle, Elgin, Hays, Leander, Manor, and Round Rock Independent School Districts and properties that pay “City of Austin” property taxes.
 - Property owners and their dependents living in Texas, outside the ACC tax district, but own property in-district and pay taxes supporting ACC, may be eligible for in-district tuition. A current property tax statement and dependency documents are required for verification each semester of enrollment. Property owners on most temporary visas are not eligible for in-district classification.
- **Out-of-Taxing District:** Texas residents who reside outside of the ACC tax district but within ACC service area are considered out of district, based on the address submitted on the ACC application.
- **Out-of-ACC-service area:** Students are charged regular tuition and fees.

| ACC Tuition and Fees 2017-2018 | | | | | | | |
|--------------------------------|--------------|---------|---------------------|-------------|---------------------|--------------------|-----------------------|
| Residency | Credit Hours | Tuition | Out of District Fee | General Fee | Student Success Fee | Sustainability Fee | Total per Credit Hour |
| In District | 1 | \$67 | \$0 | \$15 | \$2 | \$1 | \$85 |
| Out of District | 1 | \$67 | \$278 | \$15 | \$2 | \$1 | \$363 |



TEACHERS

Quick Start Guide

STEP 1: FIRST-TIME USERS--CREATE YOUR ACCOUNT (one time only)

- Go to our ACCTech Home Page at www.austincc.edu/acctech
- Click on link **CATEMA** to **Login** to the system.
- On the **Login** page, click on **New Teacher -> Create Account**.
- Follow prompts to create your user account & click **Submit**.

An email notice will be sent to the **System Manager** notifying us that you are registering online as a new teacher. We will reply via email (or phone, if no email address was entered) as soon as possible to let you know that your account has been **approved**. You may then log in and start entering your class information. (*Your email address will facilitate the process*).

STEP 2: CREATE YOUR CLASSES (Create system class records each school year)

- Go to your **CATEMA**® System Login page; enter your Username and Password.
- On your **Teacher Task Menu**, click '**Add New Classes**'.
- Follow the prompts to create a class record and click **Submit**. Repeat the process for each class. You should have a class record for each class periods.

An email notice will be generated for the class records you are creating. You will be notified when your classes have been approved and students can begin to register for them.

STEP 3: DIRECT STUDENTS TO CREATE THEIR ACCOUNTS & CLASS RECORDS

- New students first create their user account by selecting '**New Student**' => '**Create Account**' on the Login page. "Username" and "Password" will be automatically generated, using the students' personal information. Ask the students to **Note their Username and Password, and Save it** in a safe location. **This is a permanent account**. Students **must use their District Code and their school id number**.
- On the **New Enrollment** page, students "enroll" in their classes and continue until they have created records for each of their Tech Prep classes.

STEP 4: Accept Students into Class

- Once students are "enrolled" in a class, teachers must "accept" them in that class. From the Teacher Task Menu, Select **View Class List**.
- To "**Accept**" students, click the "Students" link on the right side of each class record listed. (The numbers in the Student column represent the number of students **pending** your acceptance, **accepted**, **not yet rated**, and students **recommended**).
- On the class **Roster** of students, you may (1) click the student **ID#** to correct student applications if necessary, (2) click the **Student** name to view/edit personal information, and (3) select "Yes" to accept/approve him/her for that class. Click **Submit** when you've approved one or more the students, and then click the **Review Classes** link (top right) to return to your list of classes.

STEP 4: RATE STUDENTS/MAKE END-OF-CLASS RECOMMENDATIONS

- For each student enrollment record, make your **Credit Recommendation** on the class roster for each class and enter grades. **Records must be rated/completed before the end of the school year**.

School District ID Codes for CATEMA

| School District | School Code | School District | School Code |
|----------------------|-------------|--------------------|-------------|
| Austin | A | Bastrop | BA |
| Blanco | BL | Boerne | BO |
| Burnet | BU | Del Valle | DV |
| Dripping Springs | DR | Eanes | EA |
| Elgin | EL | El Paso | EP |
| Florence | FL | Garland | GA |
| Georgetown | GE | Hays | HA |
| Lago Vista | LV | Lake Travis | LT |
| Leander | L | Lexington | LE |
| Liberty Hill | LH | Lockhart | LO |
| Luling | LU | Manor | MA |
| Pflugerville | PF | Round Rock | R |
| Round Rock Christian | RC | San Marcos | SM |
| Smithville | SV | Spring Branch | SB |
| Wimberley | WI | Chapparral Academy | CA |
| American Youthworks | AY | | |

New Student ID Creation

- ▶ Must be 9 digits
- ▶ First space or two will be campus code (above)
- ▶ Add zeros in front of the student school ID if needed to make 9 digits.

Example of New Student ID Number

Pflugerville ISD Student with a School ID number of 777777

PF + 0 + 777777 = New ID PF0777777

Campus Code + Zero to make 9 digits + Student ID number = 9 digit CATEMA ID

Dr. Shasta Buchanan
Executive Director, College and High School Relations

Dr. Heather Elias
Interim Manager, Operations
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Assistant III, Admin
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Mison Zuniga
Director, Enrollment & Outreach
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Eva Ruiz
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Dr. Melissa Biegert
Director, Advising & Completion
melissa.biegert@austincc.edu

Maria Perez
Assistant III, Administrative
(512) 223-7057
ma.bahenaperez@austincc.edu

ENROLLMENT & OUTREACH

ADVISING & COMPLETION

North-East

South-West

North-East

South-West

Zach Denton, E&O Manager
zdenton@austincc.edu

Bastrop:

Bastrop HS
Cedar Creek
CRCA (ECHS)

Elgin HS & ECHS

Home Schools

Manor:

Manor HS & ECHS
Manor New Tech

Smithville

Nereida Celis, E&O Manager
ncelis@austincc.edu

Austin:

Anderson
Eastside Memorial HS & ECHS
Garza

Lanier HS & ECHS

LBJ ECHS

Liberal Arts & Science Academy

McCallum

Reagan ECHS

JaCorey Mosely, E&O Specialist
jacorey.mosely@austincc.edu

Austin:

Akins
Ann Richards
Austin
Bowie
Crockett HS & ECHS
Travis HS & ECHS

Del Valle HS & ECHS

Private Schools

Natalia Almanza, Specialist
natalia.almanza@austincc.edu

Hays:

Hays HS
Lehman

Lockhart

Luling

Prairie Lea

San Marcos

Veronica Castillo, E&O Specialist
vcastill@austincc.edu

Blanco

Dripping Springs

Charter Schools

Johnson City

Lake Travis

Westlake

Wimberley

Stephen Clifton, A&C Manager
sclifton@austincc.edu

Bastrop:

Bastrop HS
Cedar Creek
CRCA (ECHS)

Elgin HS & ECHS

Home Schools

Manor:

Manor HS & ECHS
Manor New Tech

Smithville

Pflugerville:

Connally
Hendrickson
Pflugerville
Weiss

Georgetown:

East View
Georgetown

Jarrell

Vacant, A&C Specialist

Lago Vista

Leander:

Cedar Park
Glenn
Leander
Rouse
Vandergrift
Vista Ridge

Liberty Hill

Round Rock:

Cedar Ridge
McNeil
Round Rock HS
Round Rock ECHS
Stony Point
Westwood

Ray Sandoval, A&C Manager
rsandov2@austincc.edu

Austin:

Anderson
Eastside Memorial HS & ECHS
Garza

Lanier HS & ECHS

LBJ ECHS

Liberal Arts & Science Academy

McCallum

Reagan ECHS

Hays:

Hays HS
Lehman

Katharine Bennett, A&C Specialist
kbennet1@austincc.edu

Austin:

Akins
Ann Richards
Austin
Bowie
Crockett HS & ECHS
Travis HS & ECHS

Del Valle HS & ECHS

Charter Schools

Private Schools

Blanco

Dripping Springs

Charter Schools

Johnson City

Lake Travis

Westlake

Wimberley

Rebecca Robinson-Francis
Coordinator, HS Programs
rfrancis@austincc.edu

**Austin Community College
CTE Teacher Sponsorship Program**

WHAT: ACC program that provides tuition and fees sponsorship for CTE teachers who have three years of non-teaching experience in an ACC workforce discipline but lack the required associate degree in the workforce discipline to meet ACC adjunct faculty credential requirements. Textbooks and required materials for course(s) are not included in tuition and fees.

WHEN: Program application will open on October 1st through November 1st each year for the following fall semester.

HOW: Submit an ACC CTE Sponsorship program application and submit copy of college transcripts and current resume by program deadline.

QUALIFICATIONS:

Applicants must:

1. Have three years of non-teaching experience in the ACC workforce discipline and have intent to complete the ACC associate degree for the purpose of teaching ACC workforce dual credit for high school campus, upon completion.
2. Teach in a high school within ACC's service area.
3. Have CTE Director support to offer ACC workforce dual credit in discipline upon AAS completion on high school campus.
4. Meet with ACC department chair for interview.

For additional information, please contact Rebecca Robinson-Francis at rfrancis@austincc.edu

