



**NEW YORK CITY
COLLEGE OF
TECHNOLOGY**

Memorandum of Understanding

between

COSMETOLOGY SEQUENCE

**William H. Maxwell Career & Technical Education High School
New York City Department of Education
145 Pennsylvania Avenue, Brooklyn, New York 11207**

and

**New York City College of Technology
Department of Business
300 Jay Street, Brooklyn, New York 11201**

2017-2022

General Information: This program articulation agreement is intended to facilitate the award of credit/exemption by New York City College of Technology for study in William H. Maxwell's Cosmetology program. The fundamental premise of this agreement is to allow those students who have successfully completed these courses to continue their education at New York City College of Technology and earn an Associate's degree or its equivalent in the career, technical, or trade subject area.

General Requirements and Limitations

Admission to New York City College of Technology under this agreement will be subject to the following requirements:

1. Completion of high school diploma and completion of the Cosmetology sequence at Maxwell CTE High School.
2. Registration at New York City College of Technology within one year of high school graduation in the Business Department Marketing Management and Sales AAS program.
3. Students who do not meet the placement criteria in mathematics, reading, and writing are not eligible for this memorandum of understanding. Students who enter City Tech and successfully complete remedial course work to satisfy these requirements may be considered for the Advanced Standing waivers as described below.

Advanced Standing

Applicant will be given advanced standing by waiving the following NYCCT courses with appropriate assessment scores as indicated in the chart below.

Maxwell CTE High School	Business Equivalent	New York City College of Technology Articulated waiver	Maxwell Assessment Method
Salon Entrepreneurship (90 hours)	MKT 2327 Entrepreneurship*	Advanced Standing	Grade of 85 or higher
CTE Endorsed Diploma	MKT 2327 Entrepreneurship*	Advanced Standing	Passing: NOCTI (written) NOCTI (practical) Written Business Plan

- Students may receive the waiver for MKT 2327 by fulfilling either the course or the CTE Endorsed diploma

Advanced standing does not provide college credit for previously high school courses, but it recognizes that the student has had prior exposure to introductory concepts within the discipline. Students that receive advanced standing for MKT 2327 (3 credits) will be required to take an additional 3-credits of electives offered by the Business Department in order to satisfy graduation requirements.

Department of Business

New York City College of Technology

and

William H. Maxwell Career & Technical Education High School

New York City Department of Education

The Department of Business at New York City College of Technology agree to collaborate with William H. Maxwell Career & Technical Education High School's Cosmetology Department as follows:

- Curriculum Review
- Recruitment to Business Department (ex: articulation assemblies, field trips)
- Membership on Advisory Commissions
- Membership on Self Study Team
- Planning for high school programs in Cosmetology
- Advisement for incoming students
- Career information and support
- Assistance in developing College Now and/or Work Based Learning affiliations in the field

The roles and responsibilities of William H. Maxwell Career & Technical Education High School's Cosmetology Department:

- Ensure that students in the Cosmetology program are in college prep and/or College Now courses;
- Ensure that students in the Cosmetology program have completed the CTE sequence and pass all three areas of the technical assessment;
- Provide a career guidance program in grades 9 – 12 that allows students to make informed career choices in the areas related to careers in education;
- Support students' efforts towards achieving their academic and career goals through the use of intensive advisement and appropriate interventions;
- Arrange for representatives from the Business Department to speak with Cosmetology students about college opportunities;
- Design, review and upgrade curriculum and program standards that will provide a smooth transition from high school programs to post-secondary programs.
- Name a faculty representative to serve as a member of the Business Department's Advisory Commission.

Required signatures on next page

Bonne August 10/27/16

Dr. Bonne August
Provost
New York City College of Technology

Lucas Bernard 10/27/16

Dr. Lucas Bernard
Chair, Department of Business
New York City College of Technology

Agreement Accepted for The New York City Department of Education by:

John Widlund

John Widlund
Executive Director, Career & Technical Education
Office of Postsecondary Readiness
NYC Department of Education

11/9/16
Date

Jocelyn Badette

Jocelyn Badette
Principal
William H. Maxwell CTE High School

Karen Koch

Karen Koch
CTE Director/Articulation Coordinator
William H. Maxwell CTE High School

Andrew Uwa

Andrew Uwa
Assistant Principal, Cosmetology and Apparel Tech Engineering
William H. Maxwell CTE High School