



ARTICULATION AGREEMENT

Between

Manhattan College

And

Urban Assembly New York Harbor School (NYHS)

Marine Biology Research Program (MBRP)



We have entered into this Agreement of intent to work together to enhance educational and career opportunities in order to promote seamless, non-duplicative instruction that benefits students, schools, and the community at large.

Developed through secondary and postsecondary school administrative and instructor course review and collaboration, this Agreement gives 6 college credits towards a college degree for the following courses of study to students fulfilling the criteria as stipulated per programs:

BIOL 310 OR BIOL 311 - Research in Biology (3 credits)

AND

3 Free Elective Credits

EDWARD BIEDERMANN Edward Biedermann
Secondary School Official's Name

PRINCIPAL, L.A. 12/18/2012
Title/Date

Constantine E. Theodosiou
Postsecondary School Official's Name

Dean of Science 12/5/12
Title/Date

This agreement is effective as of December 5th, 2012 until either party decides to dissolve it according to established guidelines as determined by the Marine Biology Research Program and Manhattan College.

See Appendix A: Course List – for the list of courses available for college credit under *terms of agreement within each program of study and the list of competencies required for each.*

See Appendix B: Articulation Agreement Competencies – for the courses and competencies the student must complete satisfactorily.

See Appendix C: Application/Verification Form – for the secondary school verification of successful competency attainment.

See Appendix D: Responsibilities

Note: This agreement is between these two schools and is valid for these two institutions only. Courses awarded college credit, through this agreement, are unique to these institutions. No assurance is given that college credit awarded through this agreement will transfer to any other postsecondary institution.

NYHS/NYCDOE Official's Initials: EB

Manhattan College Official's Initials: CT

Appendix A: Course List

For a student to obtain 6 college credits for courses articulated within this program, the student must meet the following criteria:

S/he completes at least 6 college credits in the UHS-SUNY Albany Science Research classes offered at the NYHS in the MBRP.

S/he enrolls at Manhattan College and takes a second class in research (e.g., BIOL 310, 311, 410,411).

S/he transfers the 6 SUNY Albany Science Research Credits awarded in the MBRP to Manhattan College.

The student and the student's program instructor submit the required forms and applications to Manhattan College within the deadlines as determined in the University's Policy and Procedure Manual.

Each student meeting the above criteria can be awarded up to 6 college credit hours of which includes one free elective course and 3 additional credits at Manhattan College for the following articulated courses within this program of study:

Course Number	Course Title	Credits
BIOL 310 / 311	Research in Biology	3
	Elective Course	3

To know each party's responsibilities under terms of this agreement, please see Appendix D: *Responsibilities*.

Important: In order that the college maintains quality and can assure that quality, it is the college's right to waive courses (or not) as it sees fit. The Office of the Dean is responsible to certify Research in Biology credit after the completion of a second class in research

Please note that all agreements, college credit granted, student promotion, and other decisions are subordinate to the master agreement:

Articulation Agreement between Manhattan College and UA New York Harbor School

Note: This agreement is between these two schools and is valid for these two institutions only. Courses awarded college credit, through this agreement, are unique to these institutions. No assurance is given that college credit awarded through this agreement will transfer to any other postsecondary institution.

Appendix B: Articulation Agreement Competencies

In order for the student to receive credit for this course/these courses at Manhattan College, the following additional competencies are expected:

The requirements of this course as stipulated by Manhattan College are as follows:

1. Attend all regularly scheduled classes.
2. Participate at a level appropriate to present year of course, in the school's annual symposium.
3. Commit to 240 or more hours per school year (September to June) for their research work (this includes class time, assessment meetings, and all out of class time spent on the research).
4. Maintain a laboratory notebook/journal of all research related work starting at beginning of entry into research course.
5. Maintain a comprehensive portfolio of all research work.
6. Present research at all stages of the work, at all available venues and competitions.
7. Maintain regular, demonstrable contact with a mentor once one is obtained.
8. Develop quarterly chronograms, an end of year abstract, an annual reflection and an assessment of goals.

It is mandatory for all students to attend the NYHS research symposium/fair/exposition and present a poster of an article read, their work to date, and their findings. In addition to the posters, all research students will present a PowerPoint talk on their research findings.

Specific course requirements and Projected Dates

The requirements of this course include a minimum of ten hours of outside independent research in every two week cycle during the school year as well as a commitment to a minimum of 90 hours during the sophomore and junior summers. These hours must be documented in a Research Journal, which must be brought to class for each independent session. In addition, other requirements include: at least 4 research paper drafts, the developing of quarterly chronograms, 3 poster board drafts, and 2 Power Point presentations for eligible students. Students will be required to present their work both in class and at third party competitions. Each year it is required to enter 3 or more competitions including the school's Research Fair. It is expected that students will have begun to explore a topic of interest and pursued a mentor during the Prerequisite class Introductory Marine Research in the 10th grade in accordance to a fixed chronogram (figure 1a).

Research Journals are due every two weeks at the individual student-teacher conference; drafts are due according to a fixed schedule (figure 01b); competition deadlines are posted as they become available, chronograms are due at the beginning and midpoint of each semester, the final research paper drafts are due either in January and June; and the end of year abstract, reflections and assessment of goals are due on the last day of class.

Figure 01a. Detailed chronogram of major due dates – 10th grade Prerequisite Course

Item	February				March				April				May				June		
WEEK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1 article presentation			X	X	X	X	X												
Poster board drafts														X		X			
Mentor Search	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Final presentation																		X	

Figure 01b. Detailed chronogram of major due dates for College Credit Research Classes

Item	September				October				November				December				January		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Mentor Search	X	X	X	X	X	o	o	o	o	o	o	o							
Formulation	X	X	X	X	X	o	o	o	o	o	o	o	o	o	o	o	o	o	o
IRB – Results	X	X	X	X	X	o	o	o	o	o	o	o	o	o	o	o	o	o	o
5 article presentation			X	X	X	X	X												
Analysis of results or Literature Review	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Written/Slide Show Draft						X													
Written/Slide Show Draft									X										
Written/Slide Show Draft												X							
Final drafts															X				
Poster board drafts												X		X		X			
Final presentation																		X	

Figure 01c. Detailed chronogram of major due dates - continued (o = prolonged schedule)

Item	February				March				April				May				June		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Mentor Search	X	X	X	X	X	X	X												
Formulation	X	X	X	X	X	X	X	X	X	X	X	X							
IRB – Results								X	X	X	X	X	X	X	X	X	X	X	X
Analysis of results													X	X	X	X	X	X	X
Written/Slide Show Draft					X														
Written/Slide Show Draft									X										
Written/Slide Show Draft												X							
Final draft															X				
Poster board drafts						X				X		X		X					
Final presentation															X				

Grading Scheme

Grading will be based on the following components: Research Project (*i.e.* research plan, final drafts, grading sheet), Tech. Read + Write (*i.e.* journal, drafts), Lab/Field Work, Applied Statistics, Conferences and Applications, and Presentations (*i.e.* articles, research fairs). **Full participation in the local symposium will account for 20 percent (figure 03) of the final grade, in lieu of a final exam as follows:**

Sophomores will participate in the full symposium and each will produce and present a poster based on a previous peer reviewed article in his/her field.

Juniors will participate in the full symposium and each will produce and present a poster based on her/his own review of pertinent literature and any work done to date under the aegis of a mentor.

Seniors will present both a poster of their research findings and a slide show with a talk of their research findings.

Figure 02. Grading Scheme

Grade Scale	Grade Conversion	Grade Scale	Grade Conversion
93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	Grade < 60	E

Figure 03. Grading Components

Research Project (<i>i.e.</i> research plan, steps, + drafts)	30 %
Tech. Read + Write (<i>i.e.</i> PRJ article summaries, other summaries)	05 %
Research Journal + Portfolio	10 %
Lab + Field Work (<i>i.e.</i> theory + practice exercises, data collection)	10 %
Applied Statistics	05 %
Project Conferences	05 %
Applications + Forms (<i>i.e.</i> college, fair, summer programs, etc.)	05 %
Practice presentations (<i>i.e.</i> articles, drafts, judging sheets)	10 %
Final Presentation at local symposium	20 %

Attendance policy

Attendance is required at all sessions, unless the student is at their specific research site conducting their work IN WHICH CASE THEY MUST KEEP A DETAILED LOG SHEET WITH DATES, TIMES, AND MENTOR SIGNATURES. No more than 10 absences from the group sessions are allowed in the full year classes. Unexcused absences that occur on the day students are

assigned to present results will result in failure for that day. An unexcused absence from an individual research meeting results in reduction of points on your biweekly grading sheet.

Safety policy

Working in laboratories carries the potential for accidents. All students are expected to behave in a safe manner to prevent mishaps.

Standards of Academic Integrity

Manhattan College and MBRP expects all members of its community to conduct themselves in a manner befitting its tradition of honor and integrity. Members are expected to assist the College and MBRP by reporting suspected violations of academic integrity to appropriate faculty and/or administrative offices. Behavior that is detrimental to the College's and MBRP's role as educational institutions is unacceptable. Claims of ignorance, of unintentional error, or of academic or personal pressures are not sufficient reasons for violations of academic integrity.

The following are examples of the types of behaviors that are defined as academic dishonesty and are therefore unacceptable:

Plagiarism: Presenting as one's own work the work of another person. Plagiarism includes paraphrasing or summarizing without acknowledgment, submission of another student's work as one's own, the purchase of prepared research or completed papers or projects, and the unacknowledged use of research sources gathered by someone else; **Cheating on Examinations:** Giving or receiving unauthorized help before, during, or after an examination; **Multiple Submission:** Submitting substantial portions of the same work for credit more than once; **Sabotage:** Destroying, damaging, or stealing of another's work or working materials; **Unauthorized Collaboration:** Collaborating on projects, papers, or other academic exercises that is regarded as inappropriate by the instructor(s); **Falsification:** Misrepresenting material or fabricating information in an academic exercise or assignment; and **Bribery:** Offering or giving any article of value or service to an instructor in an attempt to receive a grade or other benefits not legitimately earned or not available to other students in the class. **Circumventing Security:** Users are prohibited from attempting to circumvent or subvert any system's security measures. Users are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.

The violations listed above should be reported to the MBRP Director immediately. All parties involved will be directed accordingly.

Appendix C: Application/Verification Form For College Credit

To be completed by the student and the secondary school teacher for the student who has met the secondary school course and/or competency requirements.

Part 1-To be filled out by student:

Student's Name _____ Program _____

Student's Address _____

City _____ Zip Code _____

Teacher's Name _____ Date _____

SUNY Albany Course Number	Course Title	Credits
_____	_____	_____

Manhattan College Course Number	Course Title	Credits
_____	_____	_____

Part 2-To be filled out by instructor:

UA New York Harbor School

Academic Grade _____ Lab Grade (if applicable) _____

Industry/Post-secondary standard(s) met? YES NO Date _____ Not applicable _____

If YES, what standard(s)? _____

Comments

Verified by _____

Secondary School Instructor's Signature / Date

NYHS/NYCDOE Official's Initials: DB

Manhattan College Official's Initials: CT

Appendix D: Responsibilities

WHO	RESPONSIBILITIES
Secondary and Post-Secondary Administration	1. Complete and sign the Program/Course Articulation Agreement Form,
Secondary School Instructor	2. Identifies the course comparable to a college course, 3. Participates in Articulation Agreement development, 4. Explains the Articulated Program and various options to the student, 5. Verifies if the student has completed one or more articulated courses in the Program of Study and has achieved the necessary course competencies and performance levels, 6. Completes the <i>Application/Verification Form</i> and submits it to the college granting articulated credit by the required date, 7. Inform students of fee due dates for the college courses being taken, 8. Gives a copy of the <i>Application/Verification Form</i> to the student and files a copy with the high school counselor or identified "go-to" person for the student's permanent record, 9. Clearly advises students on all options and ramifications of withdrawing from the course,
High School Counselor or Designee	10. Notifies instructors of the Articulation Agreements and Programs, 11. Helps with students getting on board, 12. Assists instructors and students with the process by getting and supplying materials to enable and support the instructor in doing his/her part, 13. Talks with parents as needed, 14. Maintains a copy of each <i>Application/Verification Form</i> in the student's permanent file, 15. Maintains file with all articulation agreements, 16. Collects data on all students at the school site,

High School Student	17. Notifies the appropriate person at the secondary school of his/her intent, 18. Fills out all required hard copy/web forms, including Part 1, the <i>Application/Verification Form</i> , 19. Demonstrates course competency at the approved proficiency level, 20. Applies to the college for admittance in a timely fashion and submits transcripts along with the application, 21. Has the instructor complete Part 2 of the <i>Application/Verification Form</i> and submit it to the college granting articulated credit, 22. Matriculates at the college within the time frame delineated within the Articulation Agreement,
College Instructor	23. Collaborates with the high school instructor on curriculum-level review, 24. Signs approval for articulation credit as needed,
College Advisor	25. Maintains a copy of the <i>Application/Verification Form</i> in the student's academic advising file,
College Registrar	26. Review and records the articulated credit on the student's transcript upon notification that all criteria have been met.


