

2011-2012 Creating Excellence Awards

Secondary Application Packet

Duplicate the following for each application:

- Fact Sheet
- 2012 Certificate of Recognition

Applications:

- CTE Secondary Program Award Application
- Secondary Advisory Committee Award Application
- Secondary Business and Industry Partnership Award Application

Virginia Department of Education
Officer of Career and Technical Education Services

Virginia Career and Technical Education Creating Excellence Awards

Fact Sheet for Secondary Education

What Is the Virginia Career and Technical Education Creating Excellence Awards?

The Creating Excellence Awards promote best practices in education and recognize educators for exemplary contributions that improve the quality of CTE programs.

What Are the Goals of the Creating Excellence Awards?

- ◆ Promoting improvement in academic achievement and technical skills attainment
- ◆ Preparing students for transition from secondary school to postsecondary education/careers
- ◆ Strengthening connections between secondary and postsecondary education
- ◆ Creating partnerships that support, promote, and enhance Career and Technical Education

What Activities Make a Good Creating Excellence Awards Entry?

- ◆ Activities that promote the integration of academic concepts
- ◆ Activities that promote technical skills attainment
- ◆ Partnerships with business, industry, education, and other stakeholders that provide resources and support for rigorous, relevant CTE programs.

How Does the Process Work?

The Creating Excellence Awards process begins at the local level with the submission of the enclosed application.

At the Local Level

1. In March, applications are completed and submitted to the local CTE administrator. Applicants may include a video presentation of their activities.
2. A local, external panel of judges reviews all Creating Excellence Awards applications.
3. All participants are presented a Certificate of Recognition.
4. The local judging panel selects one application for each of the three categories to send forward to represent the locality at the regional level. The CTE Administrator submits these applications to the Virginia Department of Education.

At the Regional Level

5. A Virginia Department of Education-selected panel of judges reviews the applications submitted by school divisions.

At the State Level

6. A Virginia Department of Education-selected panel of judges reviews the applications of the regional award recipients. The panel selects one secondary applicant in each of the three categories for the state level award.
7. The applications selected for regional and state awards will be honored at a recognition luncheon in June.



Learning that works for Virginia

CTETM

Creating Excellence Awards

2012 Certificate of Recognition

Presented to _____

School Division _____

For _____

Superintendent of Schools

Career and Technical Education Advisory Committee Chairperson

Career and Technical Education Administrator

Date





Learning that works for Virginia

CTE™

Creating Excellence Awards

CTE Secondary Program Award Application

2011–2012

Virginia Department of Education
Office of Career and Technical Education Services

Virginia Career and Technical Education Creating Excellence Awards

Secondary Administrator's Schedule

January 2012

- ◆ Introduce Virginia Career and Technical Education Creating Excellence Awards to teachers.
- ◆ Provide teachers the following materials:
 - ◇ Creating Excellence Awards Fact Sheet
 - ◇ CTE Secondary Program Award Application

An optional video clip of the exemplary program may be submitted. The clip should be a .mov, .swf, or .avi file in an editable format on DVD or CD, not exceeding 5 minutes in length.
- ◆ Encourage response by highlighting excellent activities in your locality.
- ◆ Inform local advisory committee and school board members of the Creating Excellence Awards; ask for their support.

March 1, 2012

- ◆ Collect applications from all CTE educators who participated in the Creating Excellence Awards.
- ◆ Download 2012 Certificate of Recognition available from the CTE Resource Center at <http://www.cteresource.org/verso2/search>
- ◆ Organize local competition.
- ◆ Select judges. (Judges are often members of local advisory committees; they could be local business persons and community leaders. They should not be teachers or administrators from within the local school division or the Department of Education.)
- ◆ Distribute Creating Excellence Awards Fact Sheet and the Judging Panel Rubric to panel members.
- ◆ Complete the local judging. The judges should carefully examine all entries and review them in accordance with the Creating Excellence Awards Fact Sheet. The judges should then select a local Creating Excellence winner.

March 16, 2012

- ◆ Present to all participants a Certificate of Recognition.
- ◆ Forward the application, including the optional video, for the winning entry to the Virginia Department of Education by **March 30, 2012**:

Helen Fuqua, Awards Coordinator
Virginia Department of Education
James Monroe Building
101 N. 14th Street, 21st Floor
Richmond, VA 23219

Phone: (804) 225-2826
FAX: (804) 530-4560
E-mail: cte@doe.virginia.gov

April 12, 2012

- ◆ Judging by the regional/state judging panel.

May 1, 2012

- ◆ Regional award winners are notified.

June 14, 2012

- ◆ Recognition luncheon to be at the Doubletree Richmond Airport Hotel.

Virginia Career and Technical Education Creating Excellence Awards

CTE Secondary Program Award Application

Date _____

School Division _____

Teacher(s) Name(s) _____

School _____

School Address _____

City/County _____ State _____ Zip _____ Phone Number _____

Primary Contact _____ Primary Contact's E-mail Address _____

.....
Program Title _____

Career Cluster(s): _____ Career Pathway(s): _____

CTE Courses Integrated: _____

Please verify that the program meets the following criteria:

- | | |
|---|--|
| 1. The program must have been in place for a minimum of 2 years. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. The program must provide leadership opportunities for students through the Career Technical Student Organization (CTSO). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. The program must use the state approved competency list. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Abstract: Describe your exemplary program. Please limit the summary to 150 words, as this abstract may be used in the recognition program.

.....

VIDEO (Optional): You may submit a video clip of your exemplary program, if you desire. The clip should be a .mov, .swf, or .avi file in an editable format on DVD or CD, with the file not exceeding 5 minutes in length. Submission of the video implies permission for VDOE to use sample footage from it.

.....

Description of the Program: Please respond to the following questions in the space provided.

1. Integration of Academic Concepts: CTE Programs lend relevance to academic learning. Describe how this program promoted integrated academic concepts, e.g., linkages with English (reading and writing), mathematics, science, and history/ social science. Did the program include activities, such as collaborative lesson planning and teaching strategies, incorporation of industry experiences, emphasis on academic correlations beyond the CTE curriculum, incorporation of CTE concepts into academic teaching strategies, and/or lesson plans using locally relevant topics?

2. Evidence of Technical Skills Attainment: Technical skills development is essential for program success. How did this program help students develop technical skills? Were the Board of Education approved technical skills assessments administered for program completers? If technical skills assessments were used, list the assessments administered to program completers. If you did not use technical skills assessments, how did you measure success in attaining technical skills. Provide evidence of CTSO involvement throughout the program.

3. Prepares Students for Transition from Secondary School to Postsecondary Education/Career and Strengthens Connections between Secondary and Postsecondary Education: CTE Programs provide linkages between secondary and postsecondary education/careers.

Describe how this program prepared students for transition from secondary school to postsecondary school/careers. If this is a middle school program, describe how the program transitioned students from middle school to high school.

Describe how this program strengthened connections between secondary and postsecondary education.

4. **Created Partnerships with Business, Industry, Education, and Other Stakeholders:** Partnerships with business, industry, education, and other stakeholders are essential for providing rigorous, relevant CTE programs. Identify the partnerships involved with the program, and describe how these partnerships contributed to the program's success.

5. **Performance Data:** How did this program affect the students' academic achievement and technical skills attainment?
NOTE: School or school division data will be reviewed by judging panel to include SOL benchmarks in Standards of Accreditation and Perkins Performance Measures for the past three years.

Creating Excellence Awards

Judging Panel Rubric

School Division: _____ Region: ____ Title of Program: _____

Judging Panel Member: _____ Date: _____

Instructions: Circle the score number for each evaluation criteria. Write the rating in the score column and tally the total points. Comments should help applicants identify their strengths and areas for improvement.

Evaluation Criteria	Exemplary Maximum of 5 points	Promising Maximum of 3 points	Basic Maximum of 1 point	No Evidence 0 points	Score	Exemplary Program should include:
<p>1. Integrated Academic Concepts: How did this program promote integrated academic concepts, e.g., linkages with English (reading and writing), mathematics, science, and history/social science?</p>	1 2 3 4 5	1 2 3	0 1	0		<p>Program activities among CTE and academic disciplines describe ongoing integration targeting standards. Activities include collaborative lesson planning and teaching strategies, incorporation of industry experiences, emphasis on academic correlations beyond the CTE curriculum, incorporation of CTE concepts into academic teaching strategies, and lesson plans using locally relevant topics.</p>
<p>2. Provided Evidence of Technical Skills Attainment: How did this program help students develop technical skills? Were the Virginia Board of Education approved technical skills assessments administered for program completers? If the technical skills assessments were used, identify the assessments administered to program completers. How were CTSO experiences used to meet technical skills attainment? Middle school programs: How did the program measure success in attaining technical skills?</p>	1 2 3 4 5	1 2 3	0 1	0		<p>Program activities promote the development of technical skills using extensive differentiated learning activities relevant to the Career Cluster and Pathway. Practice of skills is provided through multiple experiences, such as modeling, industry shadowing/internship, and laboratory time. For programs that use Board of Education approved external assessments, such an assessment is used to measure student skill attainment. For middle school programs that are not externally assessed, a clear description of other measures of skill attainment is provided, including how the assessment aligns to complete the program. The role of CTSO experiences and their contribution to skill attainment is described.</p>

Evaluation Criteria	Exemplary Maximum of 5 points	Promising Maximum of 3 points	Basic Maximum of 1 point	No Evidence 0 points	Score	Exemplary Program should include:
<p>3. Prepared Students for Transition: How did this program prepare students for transition from high school to postsecondary school/careers? If this is a middle school program, how did this program prepare students for transition from middle school to high school?</p>	1 2 3 4 5	1 2 3	0 1	0		<p>Exemplary programs should include collaboration with school counselor, use of career coaches, use of Virginia Education Wizard in academic and career planning, creation of Academic and Career Plans for students, provision of dual enrollment credit, career exploration activities, implementation of non-traditional recruitment plan, provision of work-based learning experiences, and collaboration among middle school and high school teachers.</p>
<p>4. Created Partnerships with Business, Industry, Education, and Other Stakeholders: Identify the partnerships involved with the program. How did these partners contribute to the program's success?</p>	1 2 3 4 5	1 2 3	0 1	0		<p>Exemplary program should include community partners who are familiar with the CTE program, community partners who advocate for the program, a local advisory committee that meets on a regular basis and makes recommendations for program improvement, and teachers and administrators who participate in partnership activities.</p>
Total Score						
<p>Evaluator's Comments:</p>						



Learning that works for Virginia

CTE™

Creating Excellence Awards

Secondary Advisory Committee Award Application

2011–2012

Virginia Department of Education
Office of Career and Technical Education Services

Virginia Career and Technical Education Creating Excellence Awards

Secondary Administrator's Schedule

January 2012

- ◆ Introduce Virginia Career and Technical Education Creating Excellence Awards to your school division.
- ◆ Review the following materials:
 - ◇ Creating Excellence Awards Fact Sheet
 - ◇ Secondary Advisory Committee Award Application
- ◆ Encourage response by highlighting excellent activities in your locality.
- ◆ Inform local advisory council and school board members of the Creating Excellence Awards; ask for their support.

March 1, 2012

- ◆ Complete applications for all CTE partners participating in the Creating Excellence Awards.
- ◆ Download 2012 Certificate of Recognition available from the CTE Resource Center at <http://www.cteresource.org/verso2/search>
- ◆ Organize local competition.
- ◆ Select judges. (Judges could be educators and community leaders.)
- ◆ Distribute Creating Excellence Awards Fact Sheet to judging panel members.
- ◆ Complete the local judging. The judges should carefully examine all entries and review them in accordance with the Creating Excellence Awards Fact Sheet. The judges should then select a local Creating Excellence winner.

March 16, 2012

- ◆ Present all participants a Certificate of Recognition.
- ◆ Forward the application for the winning entry to the Virginia Department of Education by **March 30, 2012**:

Helen Fuqua, Awards Coordinator
Virginia Department of Education
James Monroe Building
101 N. 14th Street, 21st Floor
Richmond, VA 23219

Phone: (804) 225-2826
FAX: (804) 530-4560
E-mail: cte@doe.virginia.gov

April 12, 2012

- ◆ Judging by the regional/state judging panel.

May 1, 2012

- ◆ Regional award winners are notified.

June 14, 2012

- ◆ Recognition luncheon to be at the Doubletree Richmond Airport Hotel.

Virginia Career and Technical Education Creating Excellence Awards

Secondary Advisory Committee Award Application

Date _____

Nominee _____

Name of advisory committee as it should appear on the award certificate

Nominated by _____

School Division or Regional Career and Technical Center

School Address _____

City/County _____ State _____ Zip _____ Phone Number _____

Primary Contact _____ Primary Contact's E-mail Address _____

.....

Abstract: Describe exemplary activities of the advisory committee. Please limit the summary to 150 words, as this abstract may be used in the recognition program.

.....

How did the advisory committee assist with all aspects of CTE program operations including promotion of the CTE programs, planning, instruction, and evaluation of student learning?

Which methods were used to assess program quality and the success of students?

How does the advisory committee evaluate the performance of the local CTE program?



Learning that works for Virginia

CTE™

Creating Excellence Awards

Secondary Business and Industry Partnership Award Application

2011–2012

Virginia Department of Education
Office of Career and Technical Education Services

Virginia Career and Technical Education Creating Excellence Awards

Secondary Administrator's Schedule

January 2012

- ◆ Introduce Virginia Career and Technical Education Creating Excellence Awards to your school division.
- ◆ Review the following materials:
 - ◇ Creating Excellence Awards Fact Sheet
 - ◇ Secondary Business and Industry Partnership Award Application
- ◆ Encourage response by highlighting excellent activities in your locality.
- ◆ Inform local advisory council and school board members of the Creating Excellence Awards; ask for their support.

March 1, 2012

- ◆ Complete applications for all CTE partners participating in the Creating Excellence Awards.
- ◆ Download 2012 Certificate of Recognition available from the CTE Resource Center at <http://www.cteresource.org/verso2/search>
- ◆ Organize local competition.
- ◆ Select judges. (Judges could be educators and community leaders.)
- ◆ Distribute Creating Excellence Awards Fact Sheet to judging panel members.
- ◆ Complete the local judging. The judges should carefully examine all entries and review them in accordance with the Creating Excellence Awards Fact Sheet. The judges should then select a local Creating Excellence winner.

March 16, 2012

- ◆ Present all participants a Certificate of Recognition.
- ◆ Forward the application for the winning entry to the Virginia Department of Education by **March 30, 2012**:

Helen Fuqua, Awards Coordinator
Virginia Department of Education
James Monroe Building
101 N. 14th Street, 21st Floor
Richmond, VA 23219

Phone: (804) 225-2826
FAX: (804) 530-4560
E-mail: cte@doe.virginia.gov

April 12, 2012

- ◆ Judging by the regional/state judging panel.

May 1, 2012

- ◆ Regional award winners are notified.

June 14, 2012

- ◆ Recognition luncheon to be at the Doubletree Richmond Airport Hotel.

**Virginia Career and Technical Education
Creating Excellence Awards**

***Secondary Business and Industry Partnership
Award Application***

Date_____

Nominee_____

Name of business or industry as it should appear on the award certificate

Nominated by _____

School Division or Regional Career and Technical Center

School Address _____

City/County_____ State ____ Zip _____ Phone Number _____

Primary Contact _____ Primary Contact's E-mail Address _____

.....

Abstract: Describe exemplary activities of this business partner. Please limit the summary to 150 words, as this abstract may be used in the recognition program.

.....

Describe how the business partner engaged in developing and supporting a quality CTE program.

How does the business partner advocate for the CTE programs?