

# 2013-2014 Creating Excellence Awards

## *Secondary Application Packet*

Duplicate the following for each application:

- Fact Sheet
- 2014 Certificate of Recognition

## *Applications:*

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

# Virginia Career and Technical Education Creating Excellence Awards

## *Fact Sheet for Secondary Education*

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

The Creating Excellence Awards promote best practices in education and recognize 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
- ◆ Activities that promote career pathways
- ◆ Activities that promote dual enrollment

### **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 and Virginia Community College System-selected panel of judges reviews the applications submitted by school divisions.

#### ***At the State Level***

6. A Virginia Department of Education and Virginia Community College System-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.



# Creating Excellence Awards 2014 Certificate of Recognition

Presented to \_\_\_\_\_

School Division \_\_\_\_\_

For \_\_\_\_\_

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Career and Technical Education Advisory Committee Chairperson

\_\_\_\_\_  
Career and Technical Education Administrator

\_\_\_\_\_  
Date





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# Creating Excellence Awards

## CTE Secondary Program Award Application

**2013–2014**

Virginia Department of Education  
Office of Career and Technical Education Services

# Virginia Career and Technical Education Creating Excellence Awards Secondary Program Award Application

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## *Secondary Administrator's Schedule*

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### **January 2014**

- ◆ 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 career development activities in your locality.
- ◆ Inform local advisory committee and school board members of the Creating Excellence Awards; ask for their support.

### **March 1, 2014**

- ◆ Collect applications from all CTE educators who participated in the Creating Excellence Awards.
- ◆ Use the enclosed 2014 Certificate of Recognition to recognize all participants.
- ◆ 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 14, 2014**

- ◆ 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 28, 2014**:

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

Phone: (804) 225-3119  
FAX: (804) 530-4560  
E-mail: [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov)

### **April 10, 2014**

- ◆ Judging by the regional/state judging panel.

### **May 1, 2014**

- ◆ Regional award winners are notified.

### **June 12, 2014**

- ◆ 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 \_\_\_\_\_ Region \_\_\_\_\_

School \_\_\_\_\_

School Address \_\_\_\_\_

City/County \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

Primary Contact \_\_\_\_\_ Primary Contact's E-mail Address \_\_\_\_\_

.....  
Name(s) of Educators Directly Involved \_\_\_\_\_

Exemplary 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 or the entire clip for program promotion.  
.....

**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 work-based experiences, emphasis on academic correlations beyond the CTE curriculum, incorporation of CTE concepts into academic teaching and learning strategies, and/or lesson plans using state-of-the-art technology and relevant problem-solving projects?

**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:** Describe the program outcomes. How did this program affect the students' academic achievement and technical skills attainment? How could this program be replicated and adapted in other schools?

*NOTE: School or school division data will be reviewed by the judging panel to include SOL benchmarks in Standards of Accreditation and Perkins Performance Measures for the past three years.*



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

***CTE Secondary Program Award Application***

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**Scoring Rubric**

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<b>Score</b>	<b>Program Rating Description</b>	<b>Detailed Explanation</b>
Maximum of 5 points	Exemplary	There is significant demonstrated evidence for the criteria being addressed.
Maximum of 3 points	Promising	There is ample demonstrated evidence for the criteria being addressed.
1	Basic	There is little demonstrated evidence for the criteria being addressed.
0	No Evidence	There is no demonstrated evidence for the criteria being addressed.

# Virginia Career and Technical Education Creating Excellence Awards CTE Secondary Program Award Application

## Judging Panel Rubric

School Division: \_\_\_\_\_ Region: \_\_\_\_ Title of Program: \_\_\_\_\_

Judging Panel Member: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Write the score number for each evaluation criteria in the score column and tally the total points. Comments should help applicants identify their strengths and areas for improvement. The winner is determined by the highest total score.

- **Exemplary rating: enter a maximum of 5 points**
- **Promising rating: enter a maximum of 3 points**
- **Basic rating: enter a maximum of 1 point**
- **No evidence: enter a rating of 0 points**

Evaluation Criteria	Score	Exemplary Program should include:
<p><b>1. Integrated Academic Concepts:</b> How did this program promote integrated academic concepts, e.g., linkages with English (reading and writing), mathematics, science, and history/social science?</p>		<p>Program activities among CTE and academic disciplines describe ongoing integration targeting standards. Activities include collaborative lesson planning and teaching and learning strategies, incorporation of work-based experiences, emphasis on academic correlations beyond the CTE curriculum, incorporation of CTE concepts into academic teaching and learning strategies, and lesson plans using state-of-the-art technology and locally relevant problem-solving projects.</p>
<p><b>2. Provided Evidence of Technical Skills Attainment:</b> 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? <b>Middle school programs:</b> How did the program measure success in attaining technical skills?</p>		<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 evidenced.</p>

Evaluation Criteria	Score	Exemplary Program should include:
<p><b>3. Prepared Students for Transition:</b>            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>		<p>Exemplary programs should include collaboration with school counselor, use of career coaches, use of Virginia Education Wizard and Virginia Career VIEW 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><b>4. Created Partnerships with Business, Industry, Education, and Other Stakeholders:</b>            Identify the partnerships involved with the program. How did these partners contribute to the program's success?</p>		<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>
<p><b>Total Score</b></p>		
<p>Evaluator's Comments:</p>		



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# Creating Excellence Awards

## Secondary Advisory Committee Award Application

**2013–2014**

Virginia Department of Education  
Office of Career and Technical Education Services

# Virginia Career and Technical Education Creating Excellence Awards Secondary Advisory Committee Award Application

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## *Secondary Administrator's Schedule*

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### **January 2014**

- ◆ 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 career development activities in your locality.
- ◆ Inform local advisory committees and school board members of the Creating Excellence Awards; ask for their support.

### **March 1, 2014**

- ◆ Complete applications for all CTE partners participating in the Creating Excellence Awards.
- ◆ Use the enclosed 2014 Certificate of Recognition to recognize all partners.
- ◆ 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 14, 2014**

- ◆ Present all participants a Certificate of Recognition.
- ◆ Forward the application for the winning entry to the Virginia Department of Education by **March 28, 2014**:

Helen Fuqua, Awards Program Coordinator	Phone: (804) 225-3119
Virginia Department of Education	FAX: (804) 530-4560
James Monroe Building	E-mail: <a href="mailto:cte@doe.virginia.gov">cte@doe.virginia.gov</a>
101 N. 14th Street, 21st Floor	
Richmond, VA 23219	

### **April 10, 2014**

- ◆ Judging by the regional/state judging panel.

### **May 1, 2014**

- ◆ Regional award winners are notified.

### **June 12, 2014**

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

# Virginia Career and Technical Education Creating Excellence Awards

## Secondary Advisory Committee Award Application

Nominee \_\_\_\_\_ Date \_\_\_\_\_  
Region \_\_\_\_\_

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 career development 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, curriculum, instruction, and evaluation of student learning?

.....

### Advisory Membership

Provide a roster of advisory committee members, including name, occupation, and business affiliation if applicable.

.....

### Curricula and Career Development

How did the advisory committee review the current CTE program curricula to determine if it prepares students for college and careers and if it meets the projected employment needs of business and industry? Describe the advisory committee's involvement in curriculum updates and its support for career development.

**Program Evaluation**

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?



**Public Relations**

How did the advisory committee promote the CTE program?

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

***CTE Secondary Advisory Committee Application***

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**Scoring Rubric**

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<b>Score</b>	<b>Rating Description</b>	<b>Detailed Explanation</b>
Maximum of 5 points	Exemplary	There is significant demonstrated evidence for the criteria being addressed.
Maximum of 3 points	Promising	There is ample demonstrated evidence for the criteria being addressed.
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**Virginia Career and Technical Education  
Creating Excellence Awards  
CTE Secondary Advisory Committee Application**

**Judging Panel Rubric**

School Division: \_\_\_\_\_ Region: \_\_\_\_\_

Name of Advisory Committee: \_\_\_\_\_

Judging Panel Member: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Write the score number for each evaluation criteria in the score column and tally the total points. Comments should help applicants identify their strengths and areas for improvement. The winner is determined by the highest total score.

- **Exemplary rating: enter a maximum of 5 points**
- **Promising rating: enter a maximum of 3 points**
- **Basic rating: enter a maximum of 1 point**
- **No evidence: enter a rating of 0 points**

Evaluation Criteria	Score
<p><b>Advisory Membership</b> The advisory committee membership is composed of individuals who represent a broad cross-section of the occupational areas; including labor, supervisors, managers, parents, and students.</p>	
<p><b>Curricula and Career Development</b> The advisory committee has reviewed the current CTE program curricula to determine if it prepares students for college and career and if it meets the projected employment needs of business and industry.</p>	
<p><b>Program Evaluation</b> The advisory committee reviews annual outcome data from the CTE program (e.g., credentials earned, student competency data, completer survey results).</p>	
<p><b>Public Relations</b> The advisory committee promotes the CTE program.</p>	
<b>Total Score</b>	
Evaluator's Comments	



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# Creating Excellence Awards

## Secondary Business and Industry Partnership Award Application

**2013–2014**

Virginia Department of Education  
Office of Career and Technical Education Services

**Virginia Career and Technical Education  
Creating Excellence Awards**  
**Secondary Business and Industry Partnership Award Application**

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***Secondary Administrator's Schedule***

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**January 2014**

- ◆ 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 career development activities in your locality.
- ◆ Inform local advisory committee and school board members of the Creating Excellence Awards; ask for their support.

**March 1, 2014**

- ◆ Complete applications for all CTE partners participating in the Creating Excellence Awards.
- ◆ Use the enclosed 2014 Certificate of Recognition to recognize all partners.
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**Virginia Career and Technical Education  
Creating Excellence Awards**

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

Nominee \_\_\_\_\_ Date \_\_\_\_\_  
Region \_\_\_\_\_

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 career development 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.

What roles does the business and industry partner have in ensuring that programs and curricula are relevant in today's workplace?

Cite examples of business partner's participation in classroom, extracurricular, and student leadership activities.

Describe work-based learning experiences (e.g., job shadowing, mentoring, and internships) provided by business partner.

Describe externships and mentorships offered by business partner to support teacher professional development and enrichment.

How does the business partner promote the CTE program?

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

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

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**Scoring Rubric**

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Maximum of 5 points	Exemplary	There is significant demonstrated evidence for the criteria being addressed.
Maximum of 3 points	Promising	There is ample demonstrated evidence for the criteria being addressed.
1	Basic	There is little demonstrated evidence for the criteria being addressed.
0	No Evidence	There is no demonstrated evidence for the criteria being addressed.

# Virginia Career and Technical Education Creating Excellence Awards

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

### Judging Panel Rubric

School Division: \_\_\_\_\_ Region: \_\_\_\_\_

Name of Advisory Committee: \_\_\_\_\_

Judging Panel Member: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Write the score number for each evaluation criteria in the score column and tally the total points. Comments should help applicants identify their strengths and areas for improvement. The winner is determined by the highest total score.

- **Exemplary rating: enter a maximum of 5 points**
- **Promising rating: enter a maximum of 3 points**
- **Basic rating: enter a maximum of 1 point**
- **No evidence: enter a rating of 0 points**

<b>Evaluation Criteria</b>	<b>Score</b>
<p><b>Programs and Curricula</b> The business partner ensures that programs and curricula are relevant to today's workplace.</p>	
<p><b>Participation in Career and Technical Education</b> The business partner participates in classroom, extracurricular, and student leadership activities.</p>	
<p><b>Work-based Learning</b> The business partner provides work-based learning experiences through job shadowing, mentoring, and/or internships.</p>	
<p><b>Public Relations</b> The business partner promotes the CTE program.</p>	
<p><b>Total Score</b></p>	

Evaluator's Comments