

**PROGRAMS AND PRACTICES THAT WORK:  
PREPARING STUDENTS FOR NONTRADITIONAL CAREERS**

A project of the Association for Career and Technical Education (ACTE), the National Alliance for Partnerships in Equity (NAPE), the National Association of State Directors of Career Technical Education (NASDCTEc) and the National Women's Law Center (NWLC)

**PURPOSE**

The purpose of this project is to identify local or state educational agencies across the country that have implemented effective programs and practices for improving access and success of students pursuing careers nontraditional for their gender. The project will solicit input from the career and technical education community to identify programs and practices that meet the selection criteria below. Information on these effective programs and practices will be shared with the field through a variety of media in an attempt to provide states and local education agencies with ideas for development of their own programs and practices to successfully prepare students for nontraditional careers.

**PROCESS**

Applications are due October 31, 2008. Applications will be evaluated by a team of reviewers representing the four organizations sponsoring the program. The winners will be announced during Career and Technical Education month, at the ACTE Policy Seminar, the NASDCTEc Spring Conference, and the NAPE Professional Development Institute. The winners will be asked to participate in a congressional briefing at the U.S. Capitol in Washington, D.C. on a date to be determined in Spring 2009.

**ELIGIBILITY**

To be eligible, the local or state educational agency submitting the program or practice must show

- Increased enrollment of students of the underrepresented gender in nontraditional CTE programs

AND/ OR

- Increased completion of students of the underrepresented gender in nontraditional CTE programs

The improvement must be substantiated with appropriate accountability data (i.e. local data if a local program, statewide data if a statewide program).

**REQUIRED MATERIALS:**

The following materials **MUST** be submitted

1. Completed application
2. Local Perkins Accountability Data Report/State Consolidated Annual Report or other local or state accountability report specific to program/practice
3. Program or practice brochures, flyers, newsletters, photos, and other marketing materials.

**DEADLINE**

The deadline for the application is October 31, 2008.

Submit application and required materials to:

**Electronic materials to:** [dbuonora@careertech.org](mailto:dbuonora@careertech.org)

**Hardcopy materials to:** NASDCTEc, 8484 Georgia Ave, Suite 320, Silver Spring, MD 20910

# Programs And Practices That Work: Preparing Students For Nontraditional Careers 2008

## APPLICATION FORM

### Contact Information

Institution Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Institution Title IX Coordinator: \_\_\_\_\_

Program or Practice Title: \_\_\_\_\_

Program or Practice Target Population: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person's Phone: (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name of Nominator: \_\_\_\_\_

Nominator's Phone: (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

I certify that the information included in this application is accurate to the best of my knowledge.

Name of Program or Practice Nominator:  
*(Please print or type.)*

Career and Technical Education State Director:  
*(Please print or type.)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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## **APPLICATION INSTRUCTIONS**

### **1. PROGRAM SUMMARY**

In 250 words or less, please describe the program or practice you are nominating.

### **2. APPLICATION NARRATIVE AND SUPPLEMENTAL MATERIALS**

Submit **four (4) 8.5" x 11" pages** typed, double spaced, 12 font with 1" margins responding to each of the criteria below. Supplemental materials and supportive documentation do not count as part of the page length limit. The application and supplemental materials can be submitted electronically. **Eight copies** of all hardcopy supplemental materials should be sent to ensure enough original materials for the review team.

Please respond to each of the criteria below by providing a brief description of program or practice components or activities that support each of the criteria. Using the indicators under each criterion to prove how effective programs and practices were implemented and improved access and success of students pursuing careers nontraditional for their gender. See the attached Scoring Rubric for more detailed descriptions of each of the criteria and evaluation guidelines to be used by the review committee.

## **CRITERIA**

**Please provide evidence for each criteria below, such as:**

- Accountability data (i.e. local data if a local program, statewide data if a statewide program)
  - When available, data results should be disaggregated by gender, and within each gender, by race, ethnicity, economic status, and disability
  - When available, data should span the length of the program
- Anecdotal information and success stories

### **Criteria I. Quality**

The following questions address the quality of the program or practice.

Indicator a. Outline the learning goals and objectives

Indicator b. Outline how the program content and instructional approaches are aligned with learning goals, based on current research and appropriate for students pursuing nontraditional careers

Indicator c. Describe how the program or practice is innovative and focuses on addressing barriers to gender equity in career and technical education.

## **Programs And Practices That Work: Preparing Students For Nontraditional Careers 2008**

- Indicator d. List the steps taken by the program or practice to ensure compliance with all relevant civil rights laws and describe how these steps are integrated and implemented throughout the program or practice.
- Indicator e. Describe how the collaborations with internal and external organizations and stakeholders (i.e. administrators, teachers, student organizations, community based organizations, business, industry, civic organizations etc.) are maintained to strengthen the quality and effectiveness of the program or practice

### **Criteria II. Impact**

- Indicator a. Describe the outcomes the program or practice has accomplished. Please be very specific and submit supplemental data and evidence that supports the outcomes of the project such as:
- Data demonstrating an increase in enrollment of students of the underrepresented gender in nontraditional CTE programs
  - Data demonstrating an increase in completion of nontraditional CTE programs by students of the underrepresented gender.
  - Evidence of an increase in student exploration and/or parental awareness of nontraditional careers.
  - Evidence of an increase in business and industry involvement and placement of students in nontraditional career areas for job shadowing, mentoring, internships and placement
  - Evidence of other outcomes related to the program or practices goals and objectives as outlined in Criteria 1 Indicator a.
- Indicator b. Describe how the program or practice contributes to educational excellence for all learners and leads to other positive results or outcomes.
- Indicator c. Describe how the program or practice contributes to local workforce development and to the economic development and growth of the community.

### **Criteria III. Documentation/Replicability**

- Indicator a. Describe how this program or elements of the program can be successfully implemented, adopted, or adapted in other educational settings
- Indicator b. Describe the types of materials created for development and implementation of the program or practice that could be used by those wishing to replicate the program. (e.g., instructions, training materials, course of study, staff qualifications, potential funding sources, program design, equipment and materials used, resources, and professional development strategies)?
- Indicator c. Are there any copyright or other restraints that limit potential use by others?

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### **SUBMISSION INSTRUCTIONS**

#### **DON'T FORGET TO SUBMIT THE FOLLOWING REQUIRED MATERIALS:**

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