**Attachment A**

**Superintendent’s Memo #037-23**

**February 24, 2023**

# 2022-2023 Creating Excellence Awards

***Secondary Application Packet***

Duplicate the Fact Sheet for each application.

***Applications:***

* Exemplary Secondary Program Award Application
* Secondary Advisory Committee Award Application
* Secondary Business and Industry Partnership Award Application

Virginia Department of Education

Office of Career, Technical, and Adult Education

**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 exemplary contributions that improve the quality of Career and Technical Education (CTE) programs.

**What Are the Goals of the Creating Excellence Awards?**

* Promoting improvement in academic achievement and technical skills attainment.
* Strengthening connections between secondary and postsecondary education.
* Preparing students for successful transition from high school to further education and careers.
* Creating partnerships that support, promote, and enhance Virginia’s workforce and economy.

**What Activities Make a Strong Creating Excellence Awards Entry?**

* Activities that demonstrate the integration of academic concepts and technical skills attainment.
* Partnerships that engage business, industry, education, parents, and other stakeholders in meaningful ways and that provide resources and support for rigorous, relevant CTE programs.
* Activities that lead secondary students to successful transitions to further education and entry into the workforce.

**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.
2. A local, external panel of judges reviews all Creating Excellence Awards applications.
3. All local 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 (VDOE).

**At the Regional Level**

1. A VDOE and Virginia Community College System (VCCS) selected panel of judges reviews the applications submitted by school divisions.

**At the State Level**

1. A VDOE and VCCS-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.
2. The applications selected for regional and state awards will be announced in June.

# Creating Excellence Awards

# *Exemplary Secondary Program*

# *Award Application*

**2022-2023**

Virginia Department of Education

Office of Career, Technical, and Adult Education

Page 1 of 8**Virginia Career and Technical Education**

**Creating Excellence Awards**

**Exemplary Secondary Program Award Application**

## Secondary Administrator’s Schedule

**February 2023**

* Introduce the Virginia Career and Technical Education (CTE) Creating Excellence Awards to teachers.
* Provide teachers the following materials:
* Creating Excellence Awards Fact Sheet
* Exemplary Secondary Program 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 and ask for their support.

**March 24, 2023**

* Collect applications from all CTE educators who participated in the Creating Excellence Awards.
* Organize local competition.
* Select judges. [Judges are often members of local advisory committees; they could be local businesspersons and community leaders. They should not be teachers or administrators from within the local school division or the Virginia Department of Education (VDOE).]
* 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 rubric.
* The judges should then select a local Creating Excellence winner.

**March 31, 2023**

* Present a Certificate of Recognition to all participants.
* Forward the application for the winning entry by email to the Virginia Department of Education at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) by **March 31, 2023**:

Heather M. Jones, Awards Coordinator, Office of Career, Technical, and Adult Education, Virginia Department of Education, James Monroe Building, 101 North 14th Street, 21st Floor, Richmond, Virginia 23219, Phone: (804) 225-3119, Fax: (804) 530-4560, Email: [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov)

**Post-Submission Dates to Remember**

**April 6, 2023**

* The VDOE and the Virginia Community College System (VCCS) convene the regional and state judging panel and select winners.

**May 1, 2023**

* The VDOE and the VCCS notify regional award winners.

**June 8, 2023**

* The VDOE and the VCCS hold recognition luncheon in Richmond, Virginia.

Page 2 of 8

**Virginia Career and Technical Education**

**Creating Excellence Awards**

## Exemplary Secondary Program Award Application

Date\_\_\_\_\_\_\_\_\_\_\_\_\_

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

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Primary Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Primary Contact’s Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Exemplary Program Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Career Cluster(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Career Pathway(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please verify that the exemplary program meets the following criteria:

1. The program must have been in place for a minimum of two years.  Yes  No

2. The program must provide leadership opportunities for students through the Career and Technical Student Organization (CTSO).  Yes  No

3. The instructional program must be based on the state-approved and business and industry-validated competencies.  Yes  No

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

Page 3 of 8

Continued Exemplary Secondary Program Award Application

**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 high-quality work-based learning (HQWBL) 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-driven projects?
2. **Evidence of Technical Skills Attainment:** Technical skills development is essential for program success. How did this program help students develop technical skills? Describe how you measured student success in attaining technical skills. Provide evidence of CTSO involvement throughout the program.
3. **Prepares Students for Successful 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 strengthened connections between middle and high school or high school and further education/workforce.

Page 4 of 8

Continued Exemplary Secondary Program Award Application

1. **Created Partnerships with Business, Industry, Education, and Other Stakeholders:** Engagement of meaningful partnerships with business, industry, education, parents, 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 and will impact the workforce.
2. **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 a judging panel to include SOL benchmarks in Standards of Accreditation and Perkins Performance Measures for the past three years.

Page 5 of 8

**Virginia Career and Technical Education**

**Creating Excellence Awards**

**Exemplary Secondary Program Award Application**

## Scoring Rubric

**Score: Maximum of 5 points**

**Program Rating Description**: **Exemplary**

**Detailed Explanation:** There is significant demonstrated evidence for the criteria being addressed.

**Score: Maximum of 3 points**

**Program Rating Description: Promising**

**Detailed Explanation:** There is ample demonstrated evidence for the criteria being addressed.

**Score: Maximum of 1 point**

**Program Rating Description: Basic**

**Detailed Explanation:** There is little demonstrated evidence for the criteria being addressed.

**Score: 0**

**Program Rating Description: No Evidence**

**Detailed Explanation:** There is no demonstrated evidence for the criteria being addressed.

Page 6 of 8**Virginia Career and Technical Education**

**Creating Excellence Awards**

**Exemplary Secondary Program Award Application**

Judging Panel Rubric

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

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

Instructions: Five is the maximum score for each of the four categories. 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**

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?

**Score \_\_\_\_\_**

**Exemplary Program should include:**

❑ Collaborative lesson planning and teaching and learning strategies

❑ The use of state-of-the-art technology in teaching and learning activities

❑ Locally relevant problem-driven projects

1. **Provided Evidence of Technical Skills Attainment:**

How did this program help students develop technical skills? How were CTSO experiences used to meet technical skills attainment?

**Middle school programs:** Explain how the program measures success in attaining technical skills and provides performance outcomes.

**Score \_\_\_\_\_**

**Exemplary Program should include:**

❑ Use of 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.

❑ Programs that use Board of Education approved external industry credentialing assessments. 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.

❑ Incorporation of HQWBL experiences.

Page 7 of 8

Continued Exemplary Secondary Program Award Application Judging Panel Rubric

1. **Prepared Students for Successful Transition:**

How did this program prepare students for transition from high school to further education and careers?

If this is a middle school program, how did this program prepare students for transition from middle school to high school?

**Score \_\_\_\_\_**

**Exemplary Program should include:**

❑ Collaboration with school counselor

❑ Use of career coaches

❑ Use of Virginia Education Wizard, Virginia Career VIEW or other career/planning assessment

tools in academic and career planning

❑ Collaboration among middle school and high school teachers and high school teachers and postsecondary instructors

❑ Creation of Academic and Career Plans for students

❑ Career exploration activities.

❑ Provision of dual enrollment/concurrent credit

❑ Promotion and recruitment of nontraditional genders for nontraditional careers

❑ Provision of HQWBL experiences

1. **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?

**Score \_\_\_\_\_**

**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; parents, teachers, and administrators who participate in partnership activities.

**Total Score** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evaluator’s Comments:**

Page 8 of 8

# Creating Excellence Awards

# *Secondary Advisory Committee*

# *Award Application*

**2022-2023**

Virginia Department of Education

Office of Career, Technical, and Adult Education

Page 1 of 6

**Virginia Career and Technical Education**

**Creating Excellence Awards**

**Secondary Advisory Committee Award Application**

Secondary Administrator’s Schedule

**February 2023**

* Introduce Virginia Career and Technical Education (CTE) 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 and ask for their support.

**March 24, 2023**

* Collect applications from all CTE partners participating in the Creating Excellence Awards.
* 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 rubric.
* The judges should then select a local Creating Excellence winner.

**March 31, 2023**

* Present a Certificate of Recognition to all participants.
* Forward the application for the winning entry by email to the Virginia Department of Education at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) by **March 31, 2023**:

Heather M. Jones, Awards Coordinator, Office of Career, Technical, and Adult Education, Virginia Department of Education, James Monroe Building, 101 North 14th Street, 21st Floor, Richmond, Virginia 23219, Phone: (804) 225-3119, Fax: (804) 530-4560, Email: [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov)

**Post-Submission Dates to Remember**

**April 6, 2023**

* The VDOE and the Virginia Community College System (VCCS) convene the regional and state judging panel and select winners.

**May 1, 2023**

* The VDOE and the VCCS notify regional award winners.

**June 8, 2023**

* The VDOE and the VCCS hold recognition luncheon in Richmond, Virginia.

Page 2 of 6**Virginia Career and Technical Education**

**Creating Excellence Awards**

Secondary Advisory Committee Award Application

Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 Email 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?

1. **Advisory Membership**

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

1. **Involvement of CTE Advisory Committee in 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. Cite evidence-based performance.

Page 3 of 6

Continue Secondary Advisory Committee Award Application

1. **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?

1. **Public Relations**

How did the advisory committee promote the CTE program?

Page 4 of 6**Virginia Career and Technical Education**

**Creating Excellence Awards**

**Secondary Advisory Committee Application**

Scoring Rubric

**Score: Maximum of 5 points**

**Program Rating Description: Exemplary**

**Detailed Explanation:** There is significant demonstrated evidence for the criteria being addressed.

**Score: Maximum of 3 points**

**Program Rating Description: Promising**

**Detailed Explanation:** There is ample demonstrated evidence for the criteria being addressed.

**Score: Maximum of 1 point**

**Program Rating Description: Basic**

**Detailed Explanation:** There is little demonstrated evidence for the criteria being addressed.

**Score: 0**

**Program Rating Description: No Evidence**

**Detailed Explanation:** There is no demonstrated evidence for the criteria being addressed.

Page 5 of 6**Virginia Career and Technical Education**

**Creating Excellence Awards**

**Secondary Advisory Committee Application**

Judging Panel Rubric

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

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

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

Instructions: Five is the maximum score for each of the four categories. 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**

1. **Advisory Membership**

The advisory committee membership is composed of individuals who represent a broad cross-section of business and industry (three minimum); labor organizations; Workforce Investment Councils; community representatives and other interested individuals; community colleges; parents; teachers; students; representatives of special populations such as the Department for Aging and Rehabilitative Services (DARS); and representatives of agencies serving out-of-school, homeless, and/or at-risk youth.

**Score \_\_\_\_\_**

1. **Curricula and Career Development**

The advisory committee has reviewed the current CTE program curricula to determine if it prepares students for further education and careers and if it meets the projected workforce needs of business and industry.

**Score \_\_\_\_\_**

1. **Program Evaluation**

The advisory committee reviews annual performance data from the CTE program (e.g., credentials earned, student competency data, and completer survey results).

**Score \_\_\_\_\_**

1. **Public Relations**

The advisory committee promotes the CTE program.

**Score \_\_\_\_\_**

**Total Score** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evaluator’s Comments:**

Page 6 of 6

# Creating Excellence Awards

# *Secondary Business and Industry Partnership*

# *Award Application*

**2022-2023**

Virginia Department of Education

Office of Career, Technical, and Adult Education

Page 1 of 6

**Virginia Career and Technical Education**

**Creating Excellence Awards**

**Secondary Business and Industry Partnership Award Application**

Secondary Administrator’s Schedule

**February 2023**

* 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 and ask for their support.

**March 24, 2023**

* Collect applications for all CTE partners participating in the Creating Excellence Awards.
* 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 rubric.
* The judges should then select a local Creating Excellence winner.

**March 31, 2023**

* Present a Certificate of Recognition to all participants.
* Forward the application for the winning entry by email to the Virginia Department of Education at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) by **March 31, 2023**:

Heather M. Jones, Awards Coordinator, Office of Career, Technical, and Adult Education, Virginia Department of Education, James Monroe Building, 101 North 14th Street, 21st Floor, Richmond, Virginia 23219, Phone: (804) 225-3119, Fax: (804) 530-4560, Email: [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov).

**Post-Submission Dates to Remember**

**April 6, 2023**

* The VDOE and the Virginia Community College System (VCCS) convene the regional and state judging panel and select winners.

**May 1, 2023**

* The VDOE and the VCCS notify regional award winners.

**June 8, 2023**

* The VDOE and the VCCS hold recognition luncheon in Richmond, Virginia.

Page 2 of 6**Virginia Career and Technical Education**

## Creating Excellence Awards

**Secondary Business and Industry Partnership**

**Award Application**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

What roles do the business and industry partner have in ensuring that programs and curricula are relevant in the emerging workplace?

Page 3 of 6

Continued Secondary Business and Industry Partnership Award Application

1. Cite examples of business partner’s participation in curriculum development classroom activities, extracurricular experiences, and student leadership activities.
2. Describe high-quality work-based learning (HQWBL) experiences (e.g., job shadowing, service learning, mentorship, externship, school-based enterprise, internship, entrepreneurship, clinical experience, cooperative education, youth registered apprenticeship, registered apprenticeship, and supervised agricultural experience) provided by the business partner.

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

1. How does the business partner promote the CTE program?

Page 4 of 6**Virginia Career and Technical Education**

## Creating Excellence Awards

**Secondary Business and Industry Partnership Award Application**

**Scoring Rubric**

**Score: Maximum of 5 points**

**Program Rating Description: Exemplary**

**Detailed Explanation:** There is significant demonstrated evidence for the criteria being addressed.

**Score: Maximum of 3 points**

**Program Rating Description: Promising**

**Detailed Explanation:** There is ample demonstrated evidence for the criteria being addressed.

**Score**: **Maximum of 1 point**

**Program Rating Description: Basic**

**Detailed Explanation:** There is little demonstrated evidence for the criteria being addressed.

**Score: 0**

**Program Rating Description: No Evidence**

**Detailed Explanation:** There is no demonstrated evidence for the criteria being addressed.

Page 5 of 6**Virginia Career and Technical Education**

## Creating Excellence Awards

**Secondary Business and Industry Partnership Award Application**

**Judging Panel Rubric**

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

Name of Industry Partner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Instructions: Five is the maximum score for each of the four categories. 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**

1. **Programs and Curricula**

The business partner ensures that programs and curricula are relevant to today’s workplace.

**Score \_\_\_\_\_**

1. **Participation in Career and Technical Education**

The business partner participates in classroom, extracurricular, and student leadership activities.

**Score \_\_\_\_\_**

1. **Work-based Learning**

The business partner provides high-quality work-based learning experiences (HQWBL) such as job shadowing, mentoring, and/or internships.

**Score \_\_\_\_\_**

1. **Public Relations**

The business partner promotes the CTE program.

**Score \_\_\_\_\_**

**Total Score \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluator’s Comments:**

Page 6 of 6