

TECH PREP SPECIAL PROJECT GUIDELINES

The objective of these special projects is to provide incentive to secondary and postsecondary staff and faculty to request funds that will address the following:

GOALS OF TECH PREP

1. Improve classroom learning through contextual teaching strategies that actively involve students, including project-based and other curriculum that is taught in a real-world manner.
 2. Develop curricula addressing the skills required in high tech, high growth careers.
 3. Provide staff development in contextual teaching methods and the use of the latest technology.
 4. Provide students with exposure to real work environments, through internships, job shadowing, and worksite visits.
 5. Strengthen the connection between high schools and colleges. This includes efforts to ease the transition to college through alignment of curriculum and expectations.
 6. Strengthen the connection with local employers, including increasing awareness of regional career opportunities.
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IDEAS FOR SPECIAL PROJECTS

- Please consider projects connected to science, health, and technology career pathways and other fields in high demand in the local area. Integrate science, technology, and career content into “liberal arts” courses. Consider how your course or project prepares students for a career cluster or pathway; learn more about career pathways at www.careerclusters.org.
- Develop strategies to increase student learning through contextual activities. This may include various types of interdisciplinary projects, authentic assessments, and other projects within a real world context. This may require the purchase of new classroom technology.
- Align curriculum with industry standards, perhaps with an industry-recognized certification for students. Include business partners in updating curriculum to align it with career pathways. Invite business leaders to guest speak in classes on career possibilities, expectations, content, etc.
- Align high school and college curriculum so students understand college expectations and majors and may even earn advanced standing or dual credit.
- Include activities that benefit students such as student work-based or school-based activities, technology projects, taking students to professional workshops or conferences, and projects for students that integrate across disciplines such as MST.
- Involve staff development, such as time and related costs to develop new curricula/staff development related to Tech Prep goals. This would require a presentation to share results with other faculty. Fees for conferences within New York will be considered if the conference is related to the goals of Tech Prep. This also requires a presentation to share information with other faculty.

You are strongly encouraged to involve college and business partners as collaborators in your project.

Abstracts of past projects are available at www.tc3.edu/collegenow/techprep. You can request a full copy of a previous application through our office.

DATES

Proposals are due by APRIL 11, 2008. Applications will be accepted for projects taking place from July 1, 2008 to April 30, 2009. Decisions will be announced in June 2008.

If you receive funds for your project:

- You will be required to attend an informational meeting in September.
 - Your district will make all purchases and then be **reimbursed** by our office for expenditures.* All expenditures must be made by April 30, 2009. All expense invoices and the Final Expenditure Report are due by May 5, 2009. All presentations should be completed by that date as well. *Funding is contingent upon renewal of the TC3 Tech Prep Grant. Please await final notification on grant status before doing any spending on your project.
 - Final report is due at our office no later than May 5, 2009.
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DETAILS

We give preference to applications that include at least one secondary, postsecondary, and business representative.

All projects must share their work in a presentation to colleagues or the public.

- Please endeavor to get publicity about your project in a school publication, radio, or newspaper story. Include copies of any articles published on your project. All presentations or articles should recognize Tech Prep, TC3, and/or the Carl Perkins Act for funding.
- You may be asked to present your project at one or more of the following: a workshop or conference, a Superintendent's Conference Day, or a Board of Education meeting. A schedule of the presentation(s) should be part of the application and should include date, time, conference and topic. A summary of the presentation – how it was received, who attended, questions asked and comments made - should be included in final report.

Tech Prep representatives will meet with all participants at least once during the project period to be updated on the status of the project.

APPLICATION COMPONENTS

Your application must include the following (the application form provides more detail):

- **Abstract and narrative.** The abstract is worth points separate from the narrative, and it will be used in publicity for your project. The narrative should be 2-4 pages and include **all** parts specified on the application form. Please be detailed and write as if the committee has never met you and has no idea what you want to do. We prefer typed applications, and the forms are available online. Projects that are missing either an abstract or a narrative are not considered for funding.
- **Proposed budget** for the project (ideally, between \$1000-10,000).
 - Supplies and Materials are items under \$5000 / items \$5000 and higher are considered Equipment. Make the choice based on the item price, not the extended price of your purchase. Mileage reimbursement should be calculated at the currently approved rate (\$0.505 for cars; use your district rate for buses).
- **Budget justification.** Explain, in detail, the items you want, including supplies, equipment, and curriculum time. ***THIS IS A VERY IMPORTANT ITEM FOR THE COMMITTEE!***

- We expect you to find the lowest price available for supplies and equipment, through bids, Internet, or educator pricing. Please explain technology items – Why do you need this? What does it do? Assume the review committee has never heard of the item before and needs to know why it's worth it.
- High school teachers use their district rates for substitutes and curriculum time. College faculty should use the college rates for travel and overload. State the per diem rate, stipend figure, etc. that is being used.

WHAT'S REQUIRED IF YOU RECEIVE FUNDING?

You are to attend a September informational meeting to obtain final report forms and learn about project requirements.

The Final Report should include:

1. Completed **Learning Experience Form** (including copies of student work) – You will receive this form at the September meeting.
2. Copies of any **materials you produced** (curriculum, unit or case study, project plan, teaching materials, assessment tools, etc.)
3. Copies of the **photos** you have taken of the project (digital copies preferred)
4. Copies of any **publicity** for your project (including district bulletins, newspaper accounts, or evidence of presentation at workshop, conference, or school board)
5. A copy of the **Final Expenditures Report**
6. **Evaluation Information:**
To date, have you actually used this product in the classroom?
Evaluate the project's success:
 - Does it meet your purposes?
 - How is it benefiting the students?
 - Describe the activities and outcomes.
 - About how many students per year will benefit from this project?
7. A **Student Reflection** piece (student feedback on project)

All projects and presentations produced through this grant are required to note or announce that: “This project was funded by the Carl D. Perkins Act, through the TC3 Tech Prep Consortium.”

Please note that all mini-grant funding is contingent upon renewal of the Tech Prep grant. Please await final notification on status of the TC3 Tech Prep grant before making any project expenditures.