

Georgia Work-Based Learning/Youth Apprenticeship 2014-2015 Awards Packet

Do you or a colleague have dedication and professionalism that shines above expectations? You may nominate yourself for an award or you may nominate a colleague and request that they submit the entry as required. Awards for exemplary practices will be presented at the Annual GACTE conference. All entries must be submitted to the region chairperson no later than **May 1, 2015**.

Eligibility Requirements:

- GACTE member for at least one full year**
- Work-Based Learning and/or Youth Apprenticeship coordinator for a minimum of one full year**
- Currently employed by a state school system or RESA**

Award Categories

Each coordinator may submit one entry from the following categories per year:

- SUCCESSFUL YAP COMPLETER**
- INNOVATIVE CAREER EXPLORATION ACTIVITY**
- EXEMPLARY EMPLOYABILITY SKILL LESSON PLAN**
- UNIQUE WBL/YAP BUSINESS PARTNERSHIP**
- OUTSTANDING PUBLIC RELATIONS AND MARKETING EFFORTS**

Each coordinator may submit an entry in the following category each year:

- WBL STUDENT OF THE YEAR**

Each region may establish a selection committee and nominate one coordinator to represent their region each year:

- WBL/YAP COORDINATOR OF THE YEAR**

Include the following information on the cover page for all entries:

Name of Nominee:

Title:

GACTE Membership Number:

Expiration:

Name of School:

School Address:

School Phone:

E-mail Address:

Home Address:

Home Phone:



SUBMISSION REQUIREMENTS WBL/YAP GACTE AWARDS



SUCCESSFUL YAP COMPLETER

Purpose: To recognize an outstanding and unique completer and his/her coordinator

Submission Requirements:

- Completer success must have occurred within the last five years.
- Nominee must submit a typed synopsis of the YAP completer success story which includes:
 - Years of participation by the YAP completer.
 - Description of the role and benefit of secondary training.
 - Description of the role and benefit of post-secondary training.
 - Description of the role and benefit of business'/mentor's involvement.
 - Proper formatting as outlined in synopsis guidelines and be received on time.
 - Correct grammar, punctuation, spelling, and acceptable business style by student and coordinator.
 - Optional Additional Artifacts: Video presentations on DVD, pictures, slide shows, reference letter from employer, copy of student's post-secondary credential, etc.
- Letter from the YAP Completer stating personal experiences and benefits of the YAP Program (letter should be addressed to the WBL/YAP Awards Committee and be submitted with the synopsis).

SUCCESSFUL YAP COMPLETER Rating Sheet

Nominee: _____

System: _____

	Does Not Meet Expectations	Below Expectations	Meets Expectations	Exceeds Expectations	Exemplary Submission	Points Earned
CONTENT						
Entry contains required elements	1	2	3	4	5	
Entry describes role and benefit of secondary training	1	2	3	4	5	
Entry describes role and benefit of post-secondary training	1	2	3	4	5	
Entry describes role and benefit of business'/mentor's involvement	1	2	3	4	5	
FORMAT						
Entry follows formatting guidelines and is received on time	1	2	3	4	5	
Correct grammar, punctuation, spelling, and acceptable business style by student and coordinator	1	2	3	4	5	

Judge's Signature: _____

Date: _____

Judge's Comments:

INNOVATIVE CAREER DEVELOPMENT ACTIVITY

Purpose: This award is meant to recognize coordinators who have created innovative and unique career exploration activities for CTAE classes and/or feeder schools.

Submission Requirements:

- Nominee must submit a typed synopsis that provides a complete description of the career development activity which includes:
 - Description of the activity and relationship to WBL standard.
 - Description of the implementation of the activity, including scope and students involved.
 - Description of how the activity displays creativity and promotes student engagement.
 - Description of how the activity provides quality materials used for the lesson.
 - Description of the outcome of the activity.
 - Proper formatting as outlined in synopsis guidelines and be received on time.
 - Correct grammar, punctuation, spelling, and acceptable business style on all submitted materials.
 - All artifacts, such as presentations, handouts, assessments, visual aids, etc, must be included with the submission. A video recording on DVD of the lesson will be accepted, but not required.

INNOVATIVE CAREER EXPLORATION ACTIVITY Rating Sheet

Nominee: _____

System: _____

	Does Not Meet Expectations	Below Expectations	Meets Expectations	Exceeds Expectations	Exemplary Submission	Points Earned
CONTENT						
Entry contains required elements	1	2	3	4	5	
Entry describes the activity and relationship to WBL standard	1	2	3	4	5	
Entry describes the implementation of the activity, including scope of students involved	1	2	3	4	5	
Activity displays creativity and promotes student engagement	1	2	3	4	5	
Activity provides quality materials used for this lesson	1	2	3	4	5	
Entry describes the outcome of the activity	1	2	3	4	5	
FORMAT						
Entry follows formatting guidelines and is received on time	1	2	3	4	5	
Correct grammar, punctuation, spelling, and acceptable business style on all submitted materials	1	2	3	4	5	

Judge's Signature: _____

Date: _____

Judge's Comments:

EXEMPLARY EMPLOYABILITY SKILL LESSON DEVELOPMENT

Purpose: This award is meant to recognize coordinators who have created innovative and unique CTAE employability skill lessons as referenced in section 10 of the CRE manual.

Submission Requirements:

- The lesson must be an original creation by the coordinator.
- Lesson plan must be submitted on the attached lesson plan template and includes:
 - Specifies an identified employability skill.
 - Lesson implements recommended lesson plan template.
 - Lesson includes quality learning support materials.
 - Lesson displays creativity and promotes student engagement.
 - Lesson includes assessment to determine student achievement.
 - Proper formatting as outlined in synopsis guidelines and be received on time.
 - Correct grammar, punctuation, spelling, and acceptable business style on all submitted materials.
 - All artifacts, such as presentations, handouts, assessments, visual aids, etc, must be included with the submission. A video recording on DVD of the lesson will be accepted, but not required.

**EXEMPLARY EMPLOYABILITY SKILL LESSON DEVELOPMENT
Rating Sheet**

Nominee: _____

System: _____

	Does Not Meet Expectations	Below Expectations	Meets Expectations	Exceeds Expectations	Exemplary Submission	Points Earned
CONTENT						
Entry contains required elements	1	2	3	4	5	
Entry addresses an identified employability skill	1	2	3	4	5	
Lesson implements recommended lesson plan template	1	2	3	4	5	
Lesson includes quality learning support materials	1	2	3	4	5	
Lesson displays creativity and promotes student engagement	1	2	3	4	5	
Lesson includes assessment to determine student achievement	1	2	3	4	5	
FORMAT						
Entry follows formatting guidelines and is received on time	1	2	3	4	5	
All materials follow correct grammar, punctuation, spelling, and acceptable business style	1	2	3	4	5	

Judge's Signature: _____

Date: _____

Judge's Comments:



Employability Skill Development Lesson Plan

WBL Coordinator: _____

Coordinator e-mail address: _____

School Name: _____

Unit Title: _____

Abstract: *(Brief paragraph describing this lesson)*

Identified Employability Skill: *(see page 10-5 of the CRE Manual for a list of the 10 identified skills)*

GPS Foundation Skills: *(see page 10-3 of the CRE Manual for a list of the GPS Foundation Skills)*

Resources: *Example: Job Ready Career Skills, Key Train, Win, Student Paths, newspapers, textbook – Succeeding in the World of Work, websites, etc.*

Learning Goals: *(What are the deep understandings, essential questions, knowledge, and/or skills students should retain as a result of this lesson.)*

Assessments: *List and describe any formative or summative assessments that will be used with the unit.*

Pre-Test: *Attach copies*

Post-Test: *Attach copies*

Activity: *List and briefly describe the sequence of teaching strategies, teaching activities, and learning activities that will guide students to attainment of the standards.*

PowerPoint Presentations: *attach copy*

Handouts/Worksheets: *attach copy*

Additional Information/Comments: *attach copy*

RELEVANT WBL/YAP BUSINESS PARTNERSHIPS

Purpose: To recognize coordinators who have developed a unique business partnerships.

Submission Requirements:

- Partnership must be active or have been utilized in the last five years as part of the WBL/YAP program.
- Nominee must submit a typed synopsis of the business partnership which includes:
 - Description of how/why partnership was formed.
 - Description of the process of selecting students for participation.
 - Description of the involvement of the business in training the mentoring the student(s).
 - Description of the impact/benefit of the partnership on the WBL program.
 - Proper formatting as outlined in synopsis guidelines and be received on time.
 - Correct grammar, punctuation, spelling, and acceptable business style on all submitted materials.
 - Optional Additional Artifacts: Other visual artifacts, such as video presentations on DVD, pictures, slide shows, etc., may be accepted, but are not required.
- Letter from the business describing their experience in the WB:/YAP partnership (letter should be addressed to the WBL/YAP Awards Committee and be submitted with the synopsis).

**RELEVANT WBL/YAP BUSINESS PARTNERSHIP
Rating Sheet**

Nominee: _____

System: _____

	Does Not Meet Expectations	Below Expectations	Meets Expectations	Exceeds Expectations	Exemplary Submission	Points Earned
CONTENT						
Entry contains required elements	1	2	3	4	5	
Entry describes how/why the partnership was formed	1	2	3	4	5	
Entry describes the process of selecting students for participation	1	2	3	4	5	
Entry describes the involvement of the business in training the mentoring the student(s)	1	2	3	4	5	
Entry describes the impact/benefit of the partnership on the WBL program	1	2	3	4	5	
FORMAT						
Entry follows formatting guidelines and is received on time	1	2	3	4	5	
Entry follows correct grammar, punctuation, spelling, and acceptable business style	1	2	3	4	5	

Judge's Signature: _____

Date: _____

Judge's Comments:

OUTSTANDING PUBLIC RELATIONS AND MARKETING EFFORTS

Purpose: To recognize coordinators who effectively publicize accomplishments of the WBL/YAP program and who have implemented unique marketing strategies.

Submission Requirements:

- Each entry should include a complete portfolio that evidences all marketing, recruitment, and public relations made by the coordinator, including:
 - Description of target of marketing plan.
 - Description of focus and scope of the plan.
 - Description of methods used to reach target audience.
 - Analysis of impact of the plan on WBL program.
 - Displays creativity and promotes student engagement.
 - Proper formatting as outlined in synopsis guidelines and be received on time.
 - Correct grammar, punctuation, spelling, and acceptable business style on all submitted materials.
 - Artifacts such as pictures, sample documents, brochures, fax sheets, invitations, presentations, videos on DVD, etc. are encouraged.

**OUTSTANDING PUBLIC RELATIONS AND MARKETING EFFORTS
Rating Sheet**

Nominee: _____

System: _____

	Does Not Meet Expectations	Below Expectations	Meets Expectations	Exceeds Expectations	Exemplary Submission	Points Earned
SYNOPSIS CONTENT						
Entry contains all required elements	1	2	3	4	5	
Entry describes target of marketing plan	1	2	3	4	5	
Entry describes focus and scope of the plan	1	2	3	4	5	
Entry describes details of marketing plan	1	2	3	4	5	
Entry describes methods used to reach target audience	1	2	3	4	5	
Entry provides analysis of impact of the plan on the WBL program	1	2	3	4	5	
Entry displays creativity and promotes student engagement	1	2	3	4	5	
FORMAT						
Entry follows synopsis guidelines and is received on time	1	2	3	4	5	
Entry follows correct grammar, punctuation, spelling, and acceptable business style	1	2	3	4	5	

Judge's Signature: _____

Date: _____

Judge's Comments:

WBL STUDENT OF THE YEAR

Purpose: The purpose of this award is to recognize an outstanding WBL/YAP student in each of the six established WBL/YAP regions. To be eligible for this award a student must be chosen by the WBL coordinator who supervises the student. Only one student may be nominated per year by the coordinator. A coordinator that serves more than one school may nominate one student per school. The student must currently be enrolled in the WBL program in order to be eligible for this award

Submission Requirements:

The procedure and guidelines for this award are as follows:

1. The WBL/YAP coordinator should choose a student by March 20 and inform the student of their role in completing the nomination form.
 2. The student must submit their application along with any references they are providing to the coordinator before April 17.
 3. The coordinator must complete their "Nomination Information" and combine it with the information required from the student and submit electronically along with any reference letters and supporting documentation to the adjacent region for judging before May 1.
 4. The selection committee designated in each region will choose their Student of the Year from the nominations submitted and forward the recipient to Dwayne Hobbs (dhobbs@doe.k12.ga.us) by June 1.
- Each entry should include the following documentation:
 - **Nominating Coordinator's Information:**
 - Name of WBL Coordinator: _____
 - School/Address: _____
 - Email: _____ Phone: _____
 - Reasons you are nominating this student.
 - Outstanding accomplishments or achievements related to the student's WBL experience.
 - Characteristics that make this student stand out from other WBL students.
 - The nominating coordinator should compose a Word document addressing the above items to be e-mailed to the assigned region for judging. Also include in the Word document the student's responses to the items below.

WBL Student Nominee Information:

- Name of Nominee: _____
 - School: _____ System: _____
 - Address: _____
 - Email: _____ Phone: _____
 - Career Pathway: _____
 - WBL Placement: _____
 - WBL Job Mentor: _____ Phone: _____
 - Following the formatting guidelines provided, please respond the following questions:
 - How has your WBL experience prepared or shaped your future career goals?
 - Where do you see yourself in 5 years? 10 years?
 - What coursework has prepared you for work and your future career?
- The student should submit a written document to your WBL/YAP coordinator addressing the three questions from above along with the following documentation:
 - A current picture of you in a .jpg file format. Your photo should be a school photo or a photo taken at your jobsite. The photo must be taken from a perspective close enough to show your likeness clearly. When you make this submission, you are acknowledging that the photo will be used for publicity purposes related to this award.
 - Reference Letters (ie: CTAE teacher, core academic teachers, guidance counselor, employer, etc.) Reference letter must be saved as a .pdf document and forwarded to the WBL/YAP coordinator for inclusion.
 - A resume that includes a list of work/school awards, community service, CTSO participation, leadership positions held, etc.).

WBL STUDENT OF THE YEAR

Rating Sheet

Nominee: _____

System: _____

	Does Not Meet Expectations	Below Expectations	Meets Expectations	Exceeds Expectations	Exemplary Submission	Points Earned
COORDINATOR CONTENT						
Description of student nomination	1	2	3	4	5	
Clearly lists outstanding accomplishments/ achievements of student	1	2	3	4	5	
Defines student characteristics that display success	1	2	3	4	5	
STUDENT CONTENT						
Evidence of WBL influence in career goals	1	2	3	4	5	
Clearly explains 5-10 year aspirations	1	2	3	4	5	
Explains relative career coursework for future goals	1	2	3	4	5	
FORMAT OF SYNOPSIS						
Clean and concise presentation with logical arrangements of information as instructions require	1	2	3	4	5	
Correct grammar, punctuation, spelling, and acceptable business style	1	2	3	4	5	
REFERENCES AND SUPPORTING DOCUMENTATION						
Provides appropriate references that support student success	1	2	3	4	5	
Provides appropriate supporting documentation that reinforces student success	1	2	3	4	5	

Judge's Signature: _____

Date: _____

Judge's Comments:

WBL/YAP COORDINATOR OF THE YEAR

Purpose: To recognize coordinators who are exemplary in conducting their program according to 24 standards established for WBL/YAP programs in Georgia.

Submission Requirements:

The procedure and guidelines for this award are as follows:

1. The region chairperson and vice chairperson should appoint a selection committee.
 2. The selection committee should establish a selection process and choose the nominee for the region.
 3. The committee and nominee should complete the documentation outlined below.
 4. The selection committee should forward the recipient to Dwayne Hobbs (dhobbs@doe.k12.ga.us) by June 1.
- Entry should include a complete portfolio showcasing the evidence listed below:
 - A copy of the WBL Data report and/or YAP Assessment for the current year.
 - A copy of the Self assessment rubric found in Section 24 of the WBL Manual with detailed explanations to justify each rating.
 - Description of one exemplary feature of the WBL program.
 - A letter of support/recommendation from a supervising administrator (ie: Principal, CTAE Director/Supervisor).
 - A letter from one business partner that employees students or provides unpaid internship opportunities.
 - Optional Artifacts: newspaper articles, presentations, marketing and promotional materials, pictures, sample documents, brochures, invitations, presentations, videos on DVD, etc. are also encouraged.

WBL/YAP COORDINATOR OF THE YEAR Rating Sheet

Nominee: _____

System: _____

	Does Not Meet Expectations	Below Expectations	Meets Expectations	Exceeds Expectations	Exemplary Submission	Points Earned
CONTENT						
Entry contains required elements	1	2	3	4	5	
The WBL Data Report or YAP Assessment contains exemplary data	1	2	3	4	5	
The self assessment rubric is complete and detailed	1	2	3	4	5	
Entry describes an exemplary feature of the program	1	2	3	4	5	
The quality of the references are exemplary	1	2	3	4	5	
Optional Artifacts						
FORMAT						
Entry follows formatting guidelines and is received on time	1	2	3	4	5	
Entry follows correct grammar, punctuation, spelling, and acceptable business style	1	2	3	4	5	

Judge's Signature: _____

Date: _____

Judge's Comments:

Formatting Guidelines

- All entries must be typed*
- Title Page (including award category, name, title, and school)*
- Double spaced*
- Title on first page should be award category*
- One inch margins*
- 12 point Arial or Times New Roman font*
- Indented paragraphs*
- Numbered pages*