



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

**MEMORANDUM**

**TO:** College Tech Prep Contacts

**FROM:** Elizabeth Brown, Director, Federal Vocational Education, NCCCS  
Kenneth Smith, Section Chief, College Tech Prep, NCDPI

**SUBJECT:** 2004 College Tech Prep Awards

**DATE:** January 21, 2004

We are pleased to announce an opportunity to recognize your efforts in the College Tech Prep (CTP) program through the 2004 CTP awards. The work of you and your partners greatly enhances North Carolina's workforce and clearly benefits your students. You are invited to submit nominations for the CTP awards program.

The 2004 CTP Awards application is attached and includes four different categories for nomination—Promotion, Worksite Learning, Partnership, and Overall Award. Consortia in existence for more than one year may apply in one or more categories. Applications must be received by 5:00 pm on March 1, 2004.

Should you have any questions regarding the nomination process, please feel free to contact Douglas Long at (919) 807-7130, Elizabeth Brown at (919) 807-7128, or Kenneth Smith at (919) 807-3870. We look forward to your submissions.

Attachment

c: Presidents  
Chief Academic Officers

CC04-012  
E-mail

## **2004 College Tech Prep Awards**

North Carolina College Tech Prep invites you to nominate programs as candidates for the College Tech Prep Awards that will be presented at the College Tech Prep Conference, March 16-17, 2004. Eligible programs will have been in existence for at least one year.

There are four award categories:

### **Promotion of College Tech Prep**

Recognizes clear and effective efforts by schools, colleges, and/or business and industry to promote and disseminate information about their CTP Program (plans, goals, successes, or projects). This award recognizes the best efforts in marketing to all stakeholders. Supporting documents should be included.

### **College Tech Prep Worksite Learning Award**

Consortia that have demonstrated sound approaches in expanding the classroom through work-based learning are eligible. Sites have applied competencies from the traditional classroom into the workplace, faculty and businesses have worked together to blend content and context to achieve greater student learning, and improved business models through the integration of students into the workplace.

### **College Tech Prep Partnership Recognition Award**

Innovative approaches toward partnering with businesses and other educational institutions earn this award. Consortia have envisioned the results of reforms that can occur as a result of their work; initiated activities; sought, given, shared, and synthesized information; tested for consensus; and summarized their activities for dissemination.

### **Overall College Tech Prep Award**

This award will recognize the consortium that has used multiple reform initiatives to produce the following: a high percentage of student participation in College Tech Prep, lowered dropout and remediation rates, sequenced courses from high school to the community college, integrated curricula, and involvement of all stakeholders.

### **Award**

Recipients will receive a plaque presented at the 2004 College Tech Prep Conference.

### **Eligibility**

Any consortium affiliated with College Tech Prep programs that have been active for more than a year.

### **Review Process**

A committee consisting of College Tech Prep practitioners will review each application.

### **Application Deadline**

Applications must be **RECEIVED by 5:00 pm on March 1, 2004.**

**Application Format**

- Must be submitted on white 8½ " X 11" paper or electronically as a Word document. If submitting supporting documentation, the entire application must be mailed.
- Double space with page numbers on all pages
- Print in a font no smaller than 12 point with 1" margins
- Maximum of three pages of program narrative, not including cover sheet and support documentation.

**Send To**

Please send one copy of completed applications\* and supporting material to:

US Postal Service

Douglas E. Long  
NCCCS  
MSC 5016  
Raleigh, NC 27699-5016

FEDEX, UPS, or Hand Delivery

Douglas E. Long  
NCCCS  
200 West Jones Street  
Raleigh, NC 27603-1379

For additional information, call Douglas E. Long at (919) 807-7130, Elizabeth C. Brown at (919) 807-7128 or Kenneth W. Smith (919) 807-3870.

\* Applications and supporting materials become the property of North Carolina College Tech Prep.

**2004 Promotion of College Tech Prep Award Application  
Cover Sheet**

College Tech Prep Consortium \_\_\_\_\_

Partnering Institutions, and Employers

\_\_\_\_\_

Date of CTP Implementation \_\_\_\_\_

*Person Responsible for Preparing Nomination Application*

Name \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Authorization**

I certify that all information contained in this application is correct and support this nomination.

\_\_\_\_\_  
Community College  
President

\_\_\_\_\_  
Local Education Agency  
Superintendent

# 2004 Promotion of College Tech Prep Award Application

*Please type a summary of the following information (no more than three (3) pages).*

*Use the headings listed below and describe the information in the order that it is requested.*

## **Program Overview or Merit of Program/Contribution to CTP Education: (50 Points)**

- Goals and objectives of marketing/promotion plan.
- Types of institutions involved (e.g. schools, businesses, community, organizations)
- How, when, and by whom marketing/promotion plan was developed and reviewed
- Benefits of the marketing/promotion plan
- How the marketing/promotion plan was used in the community

## **History of Service: (20 Points)**

- How long the College Tech Prep has been a part of the curriculum
- Number of schools involved in this initiative
- Number of students who have benefited from College Tech Prep

## **Diversity: (10 Points)**

- How diversity has been addressed in this marketing effort (e.g. ethnic, economic, geographic, etc.)

## **Results: (20 Points)**

- Describe measurable improvement rates regarding activities (e.g. graduation rate, drop-out rate, employment rate, etc.)
- How the marketing/promotion plan benefits consortium
- How this initiative benefits students (What age or grade)
- Plans in place for the continuance of this initiative
- Ultimate future goal for College Tech Prep

*2004 College Tech Prep Worksite Learning Award*  
**Cover Sheet**

College Tech Prep Consortium \_\_\_\_\_

Partnering Institutions, and Employers

\_\_\_\_\_  
\_\_\_\_\_

Date of CTP Implementation \_\_\_\_\_

*Person Responsible for Preparing Nomination Application*

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Institution \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Authorization**

I certify that all information contained in this application is correct and support this nomination.

\_\_\_\_\_  
Community College  
President

\_\_\_\_\_  
Local Education Agency  
Superintendent

## 2004 College Tech Prep Worksite Learning Award

*Please type a summary of the following information (no more than three (3) pages).*

*Use the headings listed below and describe the information in the order that it is requested.*

### **Program Overview: (20 points)**

- Goals of the Worksite Learning program
- Summary of the curriculum for the program
- Types of institutions involved (e.g., secondary/postsecondary schools, businesses, community organizations)
- How, when, and by whom curricula, tasks, and activities were developed and reviewed
- When and how much time students spend at worksite and schoolsite and how worksite learning is coordinated with schoolsite learning
- How worksite learning activities contribute to the overall College Tech Prep effort
- Innovation and uniqueness of the program

### **Professional Development and Experiences: (20 points)**

- Training or experiences for teachers, counselors, administrators, or other education institution staff that have strengthened the program
- Training or experiences for community and/or employer partners that have strengthened the program
- Dates the professional development opportunities were provided and the number of participants
- Overall effect of training opportunities on the success of the program
- Effectiveness and impact of diversity on the success of the program

### **Employer Involvement: (40 points)**

- How employer partners helped implement and/or maintain the program (indicate monetary or inkind contributions, etc.)
- How employer partners are involved with students (e.g., mentors, supervisors, classroom speakers)
- Objectives of employer partners' involvement with students and/or teachers
- How worksite experience is evaluated
- Overview of the benefits of the employer partnership

**Results: (20 points)**

- Measurable student improvement indicators (e.g., grades, graduates' job placement, graduates' enrollment in advanced education)
- How employer partners benefit (e.g., production or training cost reduction, expansion of services)

**2004 College Tech Prep Partnership Recognition Award  
Cover Sheet**

College Tech Prep Consortium \_\_\_\_\_

Partnering Institutions, and Employers

\_\_\_\_\_

Date of CTP Implementation \_\_\_\_\_

*Person Responsible for Preparing Nomination Application*

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Institution \_\_\_\_\_

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Community College  
President

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Local Education Agency  
Superintendent

## 2004 College Tech Prep Partnership Recognition Award

*Please type a summary of the following information (no more than three (3) pages).*

*Use the headings listed below and describe the information in the order that it is requested.*

### **Program Overview or Merit of Program/Contribution to CTP Education: (50 Points)**

- Outstanding contributions and achievements of employer partners
- Goals and objectives of employer partners' involvement with students and/or teachers
- Program curriculum (if applicable)
- Types of institutions involved (e.g. schools, businesses, community, organizations)
- How, when, and by whom curricula, tasks, and activities were developed and reviewed
- How employer partners helped implement and/or maintain the program (indicate whether monetary, in-kind, etc)
- How employer partners are involved with students and faculty (e.g., mentors, supervisors, classroom speakers, field trips, internships, faculty/staff exchange, etc.)
- Benefits of the employer partnership

### **History of Service: (20 Points)**

- Length of time that the College Tech Prep Initiative/Consortium has been active
- Length of time that the business/industry/employer has been active with College Tech Prep/Consortium

### **Diversity: (10 Points)**

- How diversity has been addressed in the program (e.g. ethnic, economic, geographic, etc.)

### **Results: (20 Points)**

- Measurable improvement rates regarding activities (e.g. graduation rate, drop-out rate, employment rate, etc.)
- How employer partners benefit (e.g. production or training cost reduction, expansion of services, etc.) marketing/promotion plan benefits consortium.
- How this initiative benefits students (What age or grade)
- Plans in place for the continuance of this initiative
- Ultimate future goal for College Tech Prep

*2004 Overall College Tech Prep Award Application*  
**Cover Sheet**

College Tech Prep Consortium \_\_\_\_\_

Partnering Institutions, and Employers

\_\_\_\_\_

Date of CTP Implementation \_\_\_\_\_

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\_\_\_\_\_  
Community College  
President

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Local Education Agency  
Superintendent

## 2004 Overall College Tech Prep Award

*Please type a summary of the following information (no more than three (3) pages).*

*Use the headings listed below and describe the information in the order that it is requested.*

### **Program Overview: (10 points)**

- Brief program description

### **Student Opportunities: (15 points)**

- Process in place to ensure a seamless program of study that begins in high school and continues through at least two years of postsecondary education
- Program of study including sustained academic and career counseling and encourages them to investigate nontraditional training and employment
- Opportunity to participate in workplace learning experiences that compliment programs of study

### **Curriculum: (15 points)**

- Sequence of appropriate advanced academic and technical courses that effectively prepare students for further education and/or employment
- Efforts to integrate contextual, theoretical, and applied learning and problem-based instruction

### **Articulation: (15 points)**

- How the program supports collaborative efforts between secondary, postsecondary, other educational entities, and business representatives
- College Tech Prep Program functions within an articulation agreement between secondary and postsecondary institutions and specifies courses and course sequence

### **Professional Development: (15 points)**

- How technical and academic faculty and administrators are provided educational opportunities aligned with the goals objectives and outcomes of the program
- How faculty, counselors, and administrators are provided educational opportunities related to instructional delivery and assessment; career guidance skills consistent with employment trends, needs, and expectations; current and future technology; and diversity and nondiscrimination issues

### **Innovation: (15 points)**

- Any unique program components and the impact of those components on the program

**Accountability and Sustainability: (15 points)**

- Program goals, objectives, and outcomes
- Measurable improvement rates (e.g., graduation rate, drop-out rate, employment rate, remediation rate, etc.)
- Marketing plan in place
- Institutional/consortia support committed to ensure sustainability