



## Minnesota Technology and Engineering Educators Association AWARDS PROGRAM

### Program Excellence Award Nomination Form

This award will be presented to recognize outstanding Technology Education Programs at the elementary, middle/junior high school and high school levels in Minnesota. These schools will represent the Minnesota Technology and Engineering Educators Association (MTEEA) at the Program Excellence Awards program at the annual International Technology and Engineering Educators Association (ITEEA) conference if the recipients meet the requirements.

#### REQUIREMENTS:

1. Applicants are generally nominated by an MTEEA affiliated organization. The MTEEA Board may vote to submit a nomination should area affiliates fail to submit one.
2. Programs will be assessed using the ITEEA Standards For Technological Literacy as the criteria for assessment. The program must reflect a STEM education philosophy.
3. Candidates for this award must be characterized as providing technology and engineering education instruction of high quality, learner centered, and relevant to a study of technological literacy.
4. A minimum of sixty percent (60%) of its department's technology and engineering teachers must be current members of MTEEA, and have also been members for the previous 2 years at the time the nomination form is sent to the MTEEA Awards Chairperson.
5. The final application will require the submission of a self-study and a detailed school specific curriculum guide which has been written or revised within the last 5 years.
6. The school is eligible to receive a Program Excellence Award once every five years.

#### SCHEDULE:

1. MTEEA members may nominate a school technology education program that has met the requirements for an elementary, middle/junior high and senior high school.
2. Nomination forms can be submitted to the Awards Chairperson anytime from **October 15<sup>th</sup> through May 15<sup>th</sup>**.
3. The Awards Chairperson must receive the completed Program Excellence Nomination form and a digital photograph of the group by **May 15<sup>th</sup>** to be considered.
4. The Awards Chairperson will verify the information, notify the nominee about their status and send out the application documents no later than **June 1<sup>st</sup>**.
5. The completed application documents must be returned to the MTEEA Awards Chairperson by **June 30<sup>th</sup>**.
6. The Awards Chairperson will notify the recipients about their award status and about attending the Awards Banquet by **August 15<sup>th</sup>**. A reminder notification will be sent out to the winner by **September 5<sup>th</sup>** about attending the Fall Conference.
7. The award will be presented to winner at the Annual MTEEA Fall Conference. The winner will receive up to two tickets for the Awards Banquet if they attend.
8. By May 15<sup>th</sup> if a minimum of sixty percent (60%) of the MTEEA Program Awards winners meet membership and ITEEA requirements their application materials will be submitted to the ITEEA Program Excellence Coordinator by **December 1<sup>st</sup>**.
9. ITEEA awards are presented at the ITEEA conference.
10. MTEEA will provide some financial help for one educator traveling to the ITEEA Conference.

