

# 2008 Arch Alexander Award

## Purpose

This award recognizes a CareerTech educator who has made significant contributions in the area of program development for CareerTech education in the State of Oklahoma. The award is designed to applaud those who are progressive leaders in the development of CareerTech education programs; curriculum and utilizing advanced technology in education. The University of Oklahoma, Department of Educational Leadership and Policy Studies established the Arch Alexander Award in honor of Dr. Arch Alexander, former Assistant State Director.

## Eligibility

The University of Oklahoma, Department of Educational Leadership and Policy Studies will present this award to a professional CareerTech educator whose career has been marked with significant contributions to CareerTech program development. This would be evidenced by a commitment to an active, continuing role in the establishment, promotion, implementation, and/or administration of CareerTech programs in Oklahoma. The ideal candidate is one who is both student and industry focused, evidenced by balancing the needs of both within the development of CareerTech education programs.

Applicants for the Arch Alexander Award are restricted from applying for the Francis Tuttle Career Excellence Award.

## Application Procedures

Each nominee shall submit a nomination dossier consisting of the following:

1. The Arch Alexander Nomination form becomes pages 1-2 of the nomination dossier.
2. A description demonstrating the nominee's leadership and vision in the establishment, promotion, implementation and/or administration of CareerTech programs. Please limit to no more than two single spaced pages. This description will be pages 3-4 of the nomination dossier.
3. Support Information becomes pages 5-7. This should include no more than one page each in four sections, as follows:
  - ★ (page 5) Section A – Significant contributions made in developing curriculum and/or changes made utilizing advance technology.
  - ★ (page 6) Section B – Business and Industry involvement.
  - ★ (page 7) Section C – Professional memberships and activities.

4. Letters of support, limited to a maximum of six, should be pages 8-13 of the nomination dossier. Letters should be one page in length and addressed to the Awards Committee. These letters should come from the following individuals:
  - ★ (page 8) The nominee's immediate supervisor.
  - ★ (page 9) An administrator.
  - ★ (page 10) A current or former student.
  - ★ (page 11) A parent or community lay person.
  - ★ (page 12-13) Two additional letters of choice.
  
5. Media requirements:
  - ★ A series of three photographs of the nominee in his/her workplace submitted on a CD (computer disc). These photographs will not in any manner influence judging but will be used for publicity purposes only.
  - ★ .Jpeg files are preferred.
  - ★ Please smile and take no pictures of back of heads.
  - ★ **Enclose the CD with the dossier in a 9 X 12 envelope.**
  
6. General Guidelines:
  - ★ Please include a 100-word summary to include a brief program description along with significant contributions impacting the program on a CD in MS Word format. Send only one CD in each dossier. This summary will be used as the copy for the program and the basis for script copy.
  - ★ Applicants should submit information **written in the 3<sup>rd</sup> person context rather than 1<sup>st</sup>.**
  - ★ Events should be dated and listed with the most recent submitted first.
  - ★ One applicant may not be nominated for two similar awards
  
7. Formatting Guidelines:
  - ★ All materials must be word processed or typewritten in 12 pt. Times New Roman font on 8-1/2 X 11 sheets of white paper, with 3/4" margins (left, right, top and bottom).
  - ★ Place page numbers at the bottom center of each page.
  - ★ **Submit one original and six (6) copies of the completed materials, ALL on three hole-punch paper and the CD in a 9 X 12 envelope.**

All materials must be submitted at the same time as a complete package. No supplementary materials may be submitted; items not outlined above will be discarded before judging. All procedures must be followed for an application to be considered. Applications that do not follow these procedures will be rejected.

## **Nomination/Selection Process**

The University of Oklahoma College of Education will make the selection of all applicants based on the evaluation form.

## **Deadline**

The original application must be submitted to the Oklahoma ACTE office by 5:00 p.m., May 1. **Assistant Director, Oklahoma ACTE, 4545 Lincoln Blvd, Suite 159, Oklahoma City, OK 73105.** The OkACTE office will forward the applications to the University of Oklahoma representative. The award will be presented at Summer Conference.

**MATERIALS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY OF THE MATERIALS FOR POSSIBLE FUTURE USE.**



UNIVERSITY OF OKLAHOMA  
2008 ARCH ALEXANDER AWARD

**Evaluation Form**

	Possible Points	Evaluator Score
I. Section A..... Significant Contributions	20	_____
Section B..... Business and Industry Involvement	10	_____
Section C..... Professional Memberships and Activities	10	_____
II. Leadership and Vision in Program Development.....	50	
III. Letters of Support.....	10	_____
<b>Grand Total .....</b>		<b>100</b>

Date of Evaluation \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature of Evaluator \_\_\_\_\_ Date