

**Michigan Department of Education
Office of Career and Technical Education**

2018 Breaking Traditions Award

Student Recognition Program for Michigan secondary and postsecondary Career and Technical Education (CTE) students who have selected specific career and technical training because of their interests and abilities and who have not allowed gender to influence their decision to prepare for a career considered nontraditional for their gender.

The Office of Career and Technical Education (OCTE) is seeking nominations for **outstanding** students, who have been successful in a CTE program area that is nontraditional for their gender, to participate in Michigan's sixteenth annual statewide Breaking Traditions Awards.

The Breaking Traditions Award is an excellent opportunity for students in CTE programs and schools to receive recognition and positive publicity. It provides an avenue to recognize and highlight student achievement in nontraditional career training and to provide role models for other students considering a nontraditional career.

General Information

Nominations:

Each school or institution may nominate only one student per CIP code program. Only school employees may nominate students for this award. If a nominator feels there are two or more deserving students, the nominator should have the students fill out the awards application materials and have appropriate local school personnel select which student application will be forwarded for the state award.

Students who have been previously nominated may participate. However, prior recipients of the Breaking Traditions Excellence Award are ineligible.

2018 Award Categories:

- Breaking Traditions Excellence Award – Up to four awards statewide (one male and one female secondary and one male and one female postsecondary)
- Breaking Traditions Merit Award – Up to 25 awards statewide
- Breaking Traditions Recognition Award – Up to 100 statewide

Eligibility:

To **qualify** for consideration, a student must:

- Be enrolled in a Michigan public high school, career center, or public charter school's state-approved CTE program, or in a state-approved occupational program at a Michigan postsecondary institution during the 2017-2018 school year
- Be **completing** a state-approved CTE (grades 11 and 12) or a postsecondary CTE program (coherent series of courses) that is nontraditional for her or his gender **during** the 2017-2018 school year (see attached reference list for **eligible program areas**)
- Be nominated by an instructor, teacher, counselor, administrator, faculty, or other personnel employed by the student's career center or public educational institution
- Have a satisfactory academic standing (minimum: 3.0 program average, 2.5 cumulative overall GPA) and an acceptable citizenship and disciplinary history
- Have made an **outstanding contribution** to awareness of nontraditional careers through successful participation in **one or more** of the following activities:
 - Exemplary progress in a CTE program considered nontraditional for the student's gender (skill development, teamwork skills, responsibility, etc.) **or**
 - Successful competition in a program-related event or contest (local, regional, state, or national) validating skill development and/or workplace skills **or**
 - Leadership in a Career and Technical Student Organization (HOSA, DECA, BPA, FFA, SkillsUSA) at the local, state, or national level **or**
 - Actively recruiting other students into CTE programs nontraditional for their gender **or**
 - Mentoring of other students in CTE programs nontraditional for their gender **or**
 - Significant contributions to the student's specific CTE program

Nomination Packets:

To be considered, a completed nomination packet must be submitted to the OCTE no later than **March 1, 2018**. **All application materials must be typed. All items must be collected and submitted in one packet by the nominator.**

Judging:

A committee composed of Michigan Department Education (MDE) staff will evaluate all complete eligible applications using a 100-point scale. Award recipients will be selected based upon the information provided in the application, technical skill level, and the ability to be a nontraditional role model for other students. Award recipients will be notified through their nominators at the location of their CTE program in April 2018.

All decisions will be final and all applications become the property of MDE/OCTE.

Awards Ceremony:

No awards ceremony will be held for the 2018 Breaking Traditions Awards.

Nominators of students receiving all levels of the Breaking Traditions Award will receive a Certificate in the mail to be presented to the student at their school awards ceremony or other local event.

2018 Breaking Traditions Award Application

Part A: Nominator Form and Questions

To be completed by the nominator and submitted with the completed Nominator Questions, Student Form, Student Essay, and Letters of Recommendation. All information must be provided and signed by the nominator and administrator. This form is available for download at: www.michigan.gov/octe.

Forms must be **typed** and submitted as part of the nomination packet. Hand written applications will not be accepted.

Nominations must be postmarked on or before March 1, 2018.

Nominator Form

Student Information

Student's Full Name. **Please** clearly **PRINT** the name of the student **as it should appear on the award**. Confirm with the student prior to submission.

Student's Street Address:

City, State, Zip Code:

Student's County of Residence:

Student's Home Telephone:

Student's Email Address:

Student's Age (as of 3/1/2018):

Michigan House District/Representative:

Michigan Senate District/Senator:

Female Male

Secondary Postsecondary

Student Overall GPA: Student Program GPA:

Parent/Guardian Name(s):

Additional Parent/Grandparent Information, if desired for local press:

Program Information

Nontraditional Program Name (Local):

Name of Student’s Primary CTE Instructor(s):

CIP Code: PSN:

Date Student Will Complete the Program:

CTE Program Courses Taken: Credits Earned:

- 1.
- 2.
- 3.
- 4.

Dual Enrollment or Direct-Credit Courses Student Has Completed in the CTE Program:

Certifications/Licenses Student Will Have Earned (if applicable):

Location of CTE/Occupational Program (Name of School):

School Street Address:

City, State, Zip Code:

School Telephone Number:

Name of CTE Director or Occupational Dean:

Email Address of CTE Director or Occupational Dean:

For Secondary Students Attending a Career and Technical Education Center:

Sending School Name (if applicable):

Sending School Street Address:

Sending School City, State, Zip Code:

Sending School Administrator Name and Title:

Name of CTE Administrator, Principal, or Occupational Dean:

Signature of CTE Administrator, Principal, or Occupational Dean **supporting this nomination:**

Title: Date:

Nominator Information

Nominator's Name and Title:

Name of School:

School Address:

City, State, Zip Code:

Work Telephone Number:

Email Address:

In what capacity do you know the nominee?

Nominator's Signature

Date

2. Nominator Questions

To be completed by nominator and submitted in the nominating packet with Nominator Form, Student Form and Questions, Essay, Letters of Recommendation, and digital photographs. The application packet **must be postmarked on or before March 1, 2018**. All information provided must be **typed**. Handwritten documents will not be accepted.

Attention Nominators! The judges look carefully at what you write in the nomination form. Your comments are an important factor in determining which students are chosen to receive the award.

Answer in 200 or fewer words per question. Use a separate sheet of paper. Copy each question and then write your answer.

1. Briefly describe what students learn in the program in which the student is enrolled. Include specifics about what segments are taught, courses in the series, certifications or licenses earned, articulated credits, work-based learning, etc.
2. Elaborate on the student's specific skills: level of technical skill competency, ability to enter workforce, academic success. Describe how the nominee goes **above and beyond** the normal criteria.
3. Describe how this student has overcome the challenges (academic and/or personal) of being a nontraditional student.
4. Describe why you selected this student as your nominee.
5. Add any other information regarding this nominee that you feel will help the judges evaluate this candidate's application, including reasons not mentioned above, that the candidate is worthy of this recognition award.

2018 Breaking Traditions Award Application

Part B: Student Form and Questions

All questions must be answered. All information must be typed, complete, and include required signatures. Handwritten entries will not be accepted. All pages must be submitted to the nominator.

1. Basic Information. Includes contact and program information.
2. Consent for media release. For students **under age 18**, this statement must also be signed by parent/guardian. This signed consent grants permission for the student's name to be used to promote career training that is nontraditional for her/his gender in print or other media by MDE/OCTE or its designees. This consent also authorizes release of information to local and state press/media should the student be recognized. All nominees and parents/guardians (if required) must sign the form for the application to be considered.
3. Student Questions. The student provides basic information about her/his choice of career training, future plans, and school activities.
4. Student Statement – (500 or fewer words). This is the student's opportunity to put into writing their feelings about, and explore the benefits of, developing skills in a nontraditional career field.
5. Letters of Recommendation. Submit recommendations from two persons other than the nominator, who know the student well and can address her/his personal/technical strengths (instructor, principal, counselor, mentor, employer, etc.). Must be on the author's **official letterhead**.

In order to be considered by the judges, students must:

- Complete all items included in the application, **and**
 - Be nominated by a teacher, instructor, counselor, faculty, administrator, or other personnel employed by her or his career center, school, or postsecondary institution
 - Include two letters of recommendation from someone other than the nominator to support the application
 - Include the signed media/consent statement (also signed by his/her parent/guardian if under age 18)
 - Have the nominator send the complete application packet to the OCTE postmarked by March 1, 2018

The application will be judged on content. Students may receive assistance in the editing of the questions and essay, but the information and ideas should be the student's own.

Application package must be postmarked on or before March 1, 2018.

1. Basic Information

Student Name:
Nontraditional Program Area:
Instructor Name(s):
School where program is located:

2. Consent/Media Statement

When you sign this statement, it gives the OCTE permission to use information contained in your award application for publicity purposes. If you are chosen, you will become a role model for other students, which involves sharing your "story."

I understand that the information in this award application may be used for publicity and nontraditional role model purposes. If selected as a regional or state winner, I will participate in public relations activities related to the award. I grant permission for use of my name and information in my application to be used to promote career training that is nontraditional for my gender in print or other media by the Michigan Department of Education, Office of Career and Technical Education, or its designees. This consent also authorizes release of information to local and state press/media should the student be recognized with an award. I grant to the Michigan Department of Education the absolute and unconditional right to use, publish, display, and/or reproduce in any manner the information submitted in conjunction with this application, and waive any right to inspect or approve the use of the information within this application. The Michigan Department of Education shall become the sole owner of the application materials, with all rights to application materials, and may copyright materials in their own name, and grant others permission to use them.

I, _____

(Type Student Name Here)

have read the above conditions and am aware that I have been nominated as a candidate for the Breaking Traditions Award. I understand that the information on the award forms may be used for publicity purposes. If selected as a regional or state winner, I agree to participate in public relations activities related to the award.

Student's Signature

Date

I, _____, give _____
Type Parent or Guardian's Name Type Student's Name

to be nominated for the Breaking Traditions Award and agree to the terms and conditions as outlined above.

Parent/Guardian Signature

Date

3. Student Questions

Provide answers to student questions 1-7 on a separate sheet of paper. Must be **typed** using a 12-point font. Copy each question and then write your answer.

Answer in 200 or fewer words per question.

1. Describe why you chose the nontraditional program in which you enrolled. Include supporting factors or ideas that contributed to your decision. Provide any additional information that influenced your decision.
2. What are your future/career plans? How will your current CTE/occupational program assist you to reach your career objective?
3. Describe any research, career awareness, career exploration activities, and experiences that you've had that contributed to your decision to pursue nontraditional career training.
4. Who has been a career role model or mentor for you and how has this person affected your career aspirations? Alternatively, describe in detail, how you have been a nontraditional mentor or role model for other nontraditional students.
5. Describe the obstacles you have had to overcome as you have pursued your interest in training for a nontraditional career. Describe how you dealt with and prevailed over these obstacles.
6. What advice do you have for other students considering nontraditional programs?
7. Please provide the judges with information about your extracurricular or outside activities. Only list responsibilities you've had during the last two to three years. Include details about your accomplishments and the reasons you are proud of those activities. Possible information you could list:
 - ◆ Current awards or achievements (list years)
 - ◆ Recent school or community involvement
 - ◆ Activities, such as job shadowing, work or club affiliations, related to your career choice/area
 - ◆ Participation in program-related Career and Technical Student Organizations
 - ◆ Family responsibilities (while enrolled)
 - ◆ Other information showcasing your activities

4. Student Statement (500 or fewer words)

Please write a personal statement of no more than 500 words to convey your feelings about the benefits of developing skills in a nontraditional career field. This also is your opportunity to provide information you would like the judges to know, but was not covered in one of the student questions above. Must be **typed** using a 12-point font.

5. Letters of Recommendation

Attach two letters of recommendation from someone other than your nominator. These could be written by your instructor, director, counselor, principal, dean, mentor, employer, etc. Letters should address your strengths and technical skills, and support your nomination.

Applicant: Please fill in the blanks in the following sample template and duplicate this form. You should share this with the two individuals chosen to support your nomination with a letter of recommendation. This page is provided to assist you in obtaining the letters of recommendation. It does not need to be returned with the letter.

Dear _____ (Person you are asking for letter of support):

I have been nominated by _____ (nominator's name) for the state of Michigan 2018 Breaking Traditions Award. This award program is a statewide award for outstanding students who are successfully preparing for a career in an area nontraditional for their gender.

I am enrolled in the _____ (name of program) program at _____ (Educational Agency).

I would greatly appreciate a letter of recommendation supporting my nomination for this award. You have been selected because I think that you can address my personal strengths, academic skills, and/or my technical expertise in a way that will assist the judges in evaluating my application. Please provide specific events or reasons why you believe I am deserving of this award.

If you have any questions, feel free to contact me or my nominator.

Please prepare your recommendation letter on your official letterhead, and send it to my nominator at:

_____ (Nominator Street Address)

_____ (Nominator City, State, Zip Code)

Thank you for your willingness to assist in this endeavor.

Sincerely,

Applicant Signature

2018 Breaking Traditions Award Application

Submission Information

Please make additional copies of the forms as needed. Application materials may also be downloaded from the OCTE website at: www.michigan.gov/octe (under Current Items, click on **Breaking Traditions Awards**) and duplicated or requested from the OCTE. All application materials must be typed (computer or typewriter).

All items must be collected and **submitted in one packet**. A separate packet must be submitted for each nominee. Keep a copy for your records. Complete application packets must be submitted by the nominator and include the following:

- | | |
|---|--|
| <input type="checkbox"/> Completed Nominator Form (with all signatures) | <input type="checkbox"/> Student Questions |
| <input type="checkbox"/> Nominator's Questions | <input type="checkbox"/> Student Essay |
| <input type="checkbox"/> Completed Student Form | <input type="checkbox"/> Two Letters of Recommendation (from other than nominator) |

Nominations must be postmarked no later than **March 1, 2018**. Late or incomplete applications, or applications from applicants who are not qualified, will not be considered and will not be eligible for awards.

Send complete packets to: **Breaking Traditions Award**
Michigan Department of Education
Office of Career and Technical Education
P.O. Box 30712
Lansing, MI 48909

For overnight or hand delivery please use the following address:

MDE/OCTE
608 West Allegan, Upper Level
Lansing, MI 48933

**Nomination Packets must be postmarked on or before midnight,
March 1, 2018.**

Information and applications will be made available to CEPD Administrators, CTE Directors, Career Center Administrators, Occupational Deans, Special Populations Coordinators, Tech Prep Coordinators, Perkins Grant contacts, Gender Equity contacts, and other interested parties through the OCTE information dissemination (e.g., list serve), the OCTE meetings, mailings, and promotion by the OCTE staff.

Michigan Department of Education

Statement of Assurance of Compliance with Federal Law

It is the policy of the Michigan Department Education to comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Michigan Department of Education that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability shall be subjected to discrimination in any program, activity or service for which it is responsible, or for which it receives financial assistance from the U. S. Department of Education. For information contact: Civil Rights Coordinator, Office of Career and Technical Education, PO BOX 30712, Lansing, MI 48909, (517) 241-2091.

Nontraditional students are defined as those persons studying careers traditionally chosen by the other gender. A nontraditional program area is one in which 75 percent or more of the persons in that field of work are usually of the other gender. Nontraditional students enrolled in the following secondary CIP Code CTE programs are eligible to be nominated for the Breaking Traditions Award. Postsecondary programs please see the link below.

**Michigan State-Approved Secondary CTE Programs Identified Nontraditional
For Award Purposes Only
For Female Students**

Agriculture, Food & Natural Resources

Agriculture, Agriculture Operations and Related Sciences (01.0000)
Applied Horticulture and Horticultural Operations (01.0601)
Animal Health & Veterinary Sciences (01.0903)
Natural Resources and Conservation (03.0000)

Architecture & Construction

Drafting and Design Technology/Architectural (15.1301)
Construction Trades (46.0000)
Electrical and Power Transmission Installation (46.0301)
Plumbing Technology (46.0503)
Heating, Air Conditioning, Ventilation and Refrigeration (47.0201)

Arts, A/V Technology & Communications

Radio and Television Broadcasting Technology (10.0202)

Information Technology

Computer Programming/Programmer (11.0201)
Computer Systems Networking and Telecommunications (11.0901)
System Administration/Administrator (11.1001)

Hospitality & Tourism

Cooking and Related Culinary Arts, General (12.0500/formerly 12.9999)

Law, Public Safety, Corrections & Security

Public Safety/Protective Services (43.0100)

Manufacturing

Electrical/Electronics Equipment Installation and Repair General (47.0101)
Machine Tool Technology/Machinist (48.0501)
Welding, Brazing, and Soldering (48.0508)
Woodworking General (48.0701)

Science, Technology, Engineering and Mathematics

Mechatronics (14.4201)
Mechanical Drafting (15.1306)

Transportation, Distribution & Logistics

Heavy/Industrial Equipment Maintenance Technologies (47.0399)

Collision Repair Technician (ASE) (47.0603)

Automobile Technician (ASE) (47.0604)

Small Engine & Related Equipment Repair (47.0606)

Airframe Technology (47.0607)

Power Plant Technology (Aircraft) (47.0608)

Avionics Maintenance Technology (47.0609)

Medium/Heavy Truck Technician (ASE) (47.0613)

Aeronautics/Aviation/Aerospace Science & Technology (49.0101)

For Male Students

Health Science

Health Informatics (51.0707)

Diagnostic Services (51.1000)

Human Service

Cosmetology (12.0400)

Postsecondary Programs identified as Nontraditional by CIP Code and Gender

Only CIP programs listed at this web address are eligible. Please see specific program CIP code at:

http://www.napequity.org/nape-content/uploads/Non-Trad-CIPs_Cluster-Table-3_rev1-28-13.pdf