

## 2012 Breaking Traditions Award

*Student Recognition Program for Tennessee Career and Technical Education  
Nontraditional Program of Study Career Training*

**\$500 Tuition/Postsecondary Expense Reimbursement**

The Division of Career and Technical Education (CTE) is accepting nominations for the Tennessee CTE Breaking Traditions Award Program to recognize outstanding students completing a CTE program area.

*The Breaking Traditions Award is an excellent opportunity for CTE students and schools to receive recognition and positive publicity. It acknowledges and highlights CTE student achievement in nontraditional career training and identifies role models for other students considering nontraditional careers.*

### 2012 Award Instructions

#### ELIGIBILITY:

To qualify for consideration, a student must:

- Be a 12<sup>th</sup> grade student enrolled in a Tennessee public high school CTE Program during the 2011-2012 school year.
- Be completing a state-approved CTE Program that is nontraditional for his or her gender during the 2011-2012 school year (see attached reference list for eligible program areas, pages 5-7).
- 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 GPA), and an acceptable citizenship and disciplinary history.
- Have made an **outstanding contribution** to the 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).
  - Successful competition in a program-related event or contest (local, regional, state, or national) validating skill development and/or workplace skills.
  - Leadership in a CTE Student Organization (HOSA, DECA, FFA, FBLA, FCCLA, TSA, SkillsUSA) at the local, state, or national level.
  - Actively involved in recruiting other nontraditional students into their CTE program.
  - Mentoring of other students in nontraditional programs.
  - Significant contributions to the student's specific CTE program.

## **TO BE CONSIDERED, A STUDENT MUST:**

- Complete all items included in the application **and**
  - Be nominated by a teacher, instructor, counselor, faculty, administrator, or other personnel employed by his or her career center school.
  - Include at least four digital pictures or photographs (see specific requirements below).
  - Include two letters of support for the application from someone other than the nominator.
  - Include the signed release of information/consent statement (also signed by his/her parent/guardian).
  - Have the nominator send the completed application packet to the Division of Career and Technical Education **postmarked** by **May 1, 2012**.

## **NOMINATIONS:**

Each school may nominate **only one** student per program area. Only school officials 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 to nominate.*

## **2012 AWARD CATEGORIES:**

Breaking Traditions Recognition Award (up to \$500 in postsecondary expense reimbursement)

—Two awards statewide (one male and one female)

Breaking Traditions Certificate Award

—Top 10 awards statewide

## **JUDGING:**

A committee composed of CTE consultants will evaluate all complete applications using a 100-point scale. The winners 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. Winners will be notified through their nominators. All decisions will be final, and all applications become the property of the Office of CTE.

## **TUITION/POSTSECONDARY REIMBURSEMENT:**

Payment of the Tuition/Postsecondary Scholarship funds will be made to the student's account directly to the postsecondary institution in which the student enrolls. To receive up to \$500 in postsecondary expense reimbursement, send the postsecondary enrollment information/documentation—invoice/receipt for postsecondary payment (tuition, textbooks, supplies, etc.) to:

**Breaking Traditions Award**  
c/o Lynne Cohen  
4<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0383  
615-532-2837

## APPLICATION REVIEW CRITERIA:

For information on the programs determining the eligibility of students for the Breaking Traditions Award, please refer to pages 5-7 of this Nomination Packet.

### **Part 1: Nominator Form, including Nominator Questions** (pp. 8-10)

Point Count for Nominator Questions: 30 points (points will be deducted for incomplete forms)

Must be typed (computer or typewriter). All information must be provided. Nominator and administrator must sign, and nominator's questions must be completed.

### **Part 2: Photos**

Point Count for Photos: 10 points

Photographs must be included for the nomination packet to be complete. **Digital photo files must be submitted.** Please include one head shot and at least three action shots of the student working in his/her program area. (Example: welder welding, brick mason laying brick, nurse caring for a patient, etc.) Please take care when taking/selecting photos to assure the following:

1. The student is recognizable as a person of her or his gender.
2. All required safety precautions are in place.
3. It is obvious what the student is doing.
4. Other persons in photo, if any, are not recognizable and identifiable, or photo release is supplied.

The best pictures appear spontaneous with the subject seemingly unaware that the photo is being taken. More than four photos may be submitted if desired. The best four, as determined by CTE staff, will be used for scoring the application.

**Digital Photos:** Save in **JPEG format**. Select the highest quality available on your digital camera. (A setting of **300 dots per inch, dpi**, is needed for publication purposes.) You may submit the photo files as an e-mail attachment or on disk/CD. Please indicate the name of the student and school on disks, CDs, or e-mail files. **Please also print out all digital photos and attach them to the nomination packet.** (Note: Photos taken on cell phone cameras often are below a setting of 300 dpi.)

### **Part 3: Student Form and Essay** (begins on p. 11)

Point Count for Essay: 40 points (points will be deducted for incomplete forms)

Point Count for Letters of Recommendation: 20 points

**All questions must be answered.** All information must be typed (computer or typewriter) and complete, including required signatures. All pages must be submitted to the nominator.

- A. **Basic information**—Includes contact and program information.
- B. **Consent/release of information statements signed by parent/guardian.** This signed consent grants permission for the student's image or photographs to be used to promote career training that is nontraditional for his/her gender in print or other media by the Tennessee Career and Technical Division or its designees. This consent also authorizes release of information to local and state press/media should the student be recognized. All nominees will need parents/guardians signature on the form.
- C. **Student's Questions (500 or fewer words, p. 12)**—The student should provide basic information about his/her choice of career training, future plans, and school activities. This is the opportunity for students to put into writing their feelings about exploring the benefits of developing skills in a nontraditional career field. **(40 points)**
- D. **Letters of recommendation** (see also page 13) —From two persons other than the nominator, who know the student well and can address his/her personal/technical strengths (instructor, principal, counselor, mentor, employer, etc.). Must be on the author's official letterhead. **(20 points)**

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

## **Nomination Packet:**

Please make additional copies of the forms as you need them. All application materials must be typed (computer or typewriter). **All items should be collected and submitted in one packet by the nominator.** Keep a copy for your records.

### **Packet must include:**

- Completed nominator form and questions
- Photos
- Completed student form and essay
- Two letters of support
- Signed Consent Statement

**Nomination Packets must be postmarked on or before**  
**May 1, 2012**

### **Send complete packets to:**

Breaking Traditions Award  
c/o Lynne Cohen  
4<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0383  
615-532-2837

(Digital photos may be e-mailed to [lynne.cohen@tn.gov](mailto:lynne.cohen@tn.gov))

## **NONTRADITIONAL STUDENTS/PROGRAMS**

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 one gender.

The Breaking Traditions categories this year are the same as those during the last school year. The categories have been aligned to the programs of study and to the list of Nontraditional Courses used to define (for Perkins reporting) nontraditional participants and concentrators for the 2011-2012 school year posted on the following CTE Web page: <http://tn.gov/education/cte/ad/perkins/index.shtml> ([http://tn.gov/education/cte/ad/perkins/doc/nontral\\_list.xls](http://tn.gov/education/cte/ad/perkins/doc/nontral_list.xls)). Programs of Study that contain two or more nontraditional courses in that program of study are considered nontraditional for the purpose of the Breaking Traditions Award this year. Data are based on Bureau of Labor Statistics Information, provided by the United States Office of Vocational and Adult Education. Nontraditional students enrolled in the following programs are eligible to be nominated for the Breaking Traditions Award.

Links to the Programs of Study can be found on the CTE home page: [www.tn.gov/education/cte/](http://www.tn.gov/education/cte/).

## **CTE Programs of Study Identified as Nontraditional for Female Students**

### Agricultural Education

Animal Systems—Pre-Veterinary  
Animal Systems-Production Animals  
Power, Structures and Technical Systems  
Agri-Business, Food Products and Process Systems  
Environmental and Natural Resources Systems  
Plant Systems—Landscaping and Turf Science  
Plant Systems—Horticulture Production  
Agricultural Education Systems  
Landscape Design

### Business Technology

Financial Planning  
Interactive Multimedia

### Marketing Education

Marketing Communication  
Marketing Management  
Marketing Research  
Merchandising  
Selling and Sales Management

### Technology Engineering Education

Engineering and Technology  
Science and Mathematics  
Production Design  
Engineering  
Precision Production

### Trade & Industrial

Carpentry  
Electrical  
Heating, Ventilation, Air-Conditioning, Refrigeration  
Masonry/Concrete  
Plumbing  
Welding  
Design and Preconstruction  
National Security  
Law Enforcement Services  
Engineering  
Operations and Maintenance  
Precision Production  
Production Design  
Automotive Technology  
Aviation Flight  
Aviation Maintenance  
Collision Repair Technology  
Diesel Technology  
Leisure Craft/Small Engine Technology

**CTE Programs of Study Identified as Nontraditional  
for Male Students**

Business Technology

Business Financial Management and Accounting  
Business Analysis  
Administrative and Information Support  
Communications Development  
Banking and Finance  
Public/Nonprofit Management and Administration  
Electronic Publishing

Family and Consumer Sciences

Fashion Design  
Teaching Training Services  
Teaching Training Services—PreK-Early Childhood Education  
Counseling and Mental Health Services  
Early Childhood Development and Services  
Family and Community Services  
Nutritional Counseling

Health Science Education

Diagnostic Services  
Health Informatics

Marketing Education

Hospitality Management and Lodging Services  
Travel and Tourism

Trade & Industrial

Personal Care Services

## Part 1: Nominator Form

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To be completed by nominator and submitted with the Nominator:  
Questions, Student Form and Student Essay, Letters of  
Recommendation and Photos **postmarked on or before May 1, 2012.**

### Student Information

Student's Full Name	Parent/Guardian's Name(s)
Student Home Address	Name of Student's Primary Instructor(s)
City	Nontraditional Program Name
State                      Zip Code	
Home Phone	List courses student has completed with credits earned in Program:
E-mail	Date Student Will Complete Program
Student's County of Residence	Certifications/Licenses student will have earned (if applicable)
Student Age (as of 3/1/2012) in years	Location of Program (Name of School)
For secondary students attending a Career & Technical Education Center, provide the name and address of the student's sending school:	School Address
Sending School (If applicable)	
Sending School Street Address	School City & Zip Code
Sending School City, State, Zip	Name of CTE Director/Occupational Dean

## Nominator Information

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Nominator's Name & Title

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Name of School

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Work Address

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City                      State                      Zip Code

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Work Phone

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E-mail

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In what capacity do you know the nominee?

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**Nominator's Signature**

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Title

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Date

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**Name of Student as it should appear on award. *PLEASE confirm with student prior to submission.***

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Administrator's Name (Please Print or Type)

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**Administrator's Signature** (Director, Principal, Dean, etc.)

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**Title**

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**Date**

Student overall GPA \_\_\_\_\_

Student technical program GPA \_\_\_\_\_

## Nominator Questions

Point Count: 30 Points (Points will be deducted for incomplete forms.)

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**To be completed by nominator** and submitted with Nominator Form, Student Form and Essay, Letters of Recommendation, and photos **postmarked on or before May 1, 2012**. Must be typed (computer or typewriter).

*(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 as winners.)*

**Answer the following questions on a separate sheet of paper.**

1. 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.
2. Describe how this student has overcome the challenges (academic and/or personal) of being a nontraditional student.
3. Describe how this student is outstanding and why you selected this student as your nominee.
4. Add any other information that you feel will help the judges evaluate this candidate's application, including reasons not mentioned above, that qualify the candidate to be worthy of this award.

## Part 2: Photos

Point Count: 10 Points

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**Photos must be included for the nomination packet to be complete.** Please include one head shot and a minimum of three action shots (the student working in his/her program; for example, a welder welding, brick mason laying brick, nurse caring for a patient, etc.). Remember, the best action shots are the ones that appear spontaneous with the subject seemingly unaware that his/her photo is being taken. The student should be recognizable in the picture, and safety requirements should be met. You must submit high quality digital photos. If more than four photos are submitted, CTE will select the best four.

***Digital Photos:*** *save in a JPEG format. Select 300 dots per inch (dpi), super-high quality (SHQ), or the highest quality available on your digital camera before taking the photos.* Please do NOT change from the original size when saving as a JPEG. Send your photo as an e-mail attachment or copy to a disk or CD and send it in the packet. ***In addition, print out all digital photos and attach them to the nominator packet.***

## Part 3: Student Form

(Note: Points will be deducted for incomplete forms.)

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*To be completed by student and submitted with Nominator Form and Questions, Essay, Letter of Recommendation, and photos postmarked on or before May 1, 2012. Must be typed (computer or typewriter).*

### Instructions

1. Write answers to each of the five questions. (See the top of p. 12 for more information.)
2. Attach two letters of recommendation from someone other than your nominator (could be written by your Instructor, Director, Counselor, and Principal). Letters should address your strengths and technical skills, and support your nomination.
3. Have your nominator send this form, the Nominator Form and Questions, your questions, photos, essay, and letters of recommendation to BREAKING TRADITIONS AWARD, Lynne Cohen, 4<sup>th</sup> Fl, Andrew Johnson Tower, 710 James Robertson Parkway, Nashville, TN 37243-0383.

### A. Basic Information

Student Name \_\_\_\_\_  
Nontraditional Program \_\_\_\_\_  
Instructor Name(s) \_\_\_\_\_  
School \_\_\_\_\_  
System \_\_\_\_\_

### B. Consent Statement

**When you sign this statement, it gives us permission to use information contained in your award packet for publicity purposes. If you are chosen, you will become a role model for other students, which involves sharing your “story.” You must sign the statement below to participate in the Breaking Traditions Awards. Action photos will be used as depictions of nontraditional role models.**

I, \_\_\_\_\_, am aware that I have been nominated as a candidate for the  
Type student's name  
Breaking Traditions Award. I understand that the information in 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

**For students under 18 years of age, a parent or guardian must also sign the following consent statement:**

I, \_\_\_\_\_, give my permission for \_\_\_\_\_  
Type parent's or guardian's name Type student's name  
to be nominated for the Breaking Traditions Award. I understand that the information in her/his award forms may be used for publicity and nontraditional role model purposes. If selected as a regional or state winner, I will allow her/him to participate in public relations activities related to the award. I grant permission for use of my daughter's/son's image or photographs to promote career training that is nontraditional for her/his gender in print or other media by the Division 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.

\_\_\_\_\_  
Parent's or Guardian's Signature

\_\_\_\_\_  
Date

### **C. Student Questions**

Point Count: 40 points (points will be deducted for incomplete Student Form on p. 11 of this packet.)

#### **Directions for the Student Questions:**

The Student Questions are to be completed by the student and submitted with Nominator Form and Questions, Student Form, Letters of Recommendation, and photos postmarked on or before **May 1, 2012**. They must be typed on a separate sheet of paper (computer or typewriter, 12-point font; double spaced, copy each question, then write your answer).

Answer in 500 words or less. (If you copy the questions below onto your paper, they will not be included in the 500-word count. You are not required to submit a resume, but you may. The resume can be no longer than one page. Points will be deducted for additional pages. The resume can serve as your answer to question 5, or it may be in addition to your answer to question 5. The number of words in the resume will not be included in the 500-word limit. However, points will be deducted if the resume is longer than one page.)

#### **Questions:**

1. Describe why you chose the nontraditional program in which you are enrolled.
2. What are your career plans? How will your current CTE program assist you in reaching your career objective?
3. Describe any obstacles you have overcome as you pursued your interest in training for a nontraditional career.
4. What advice do you have for other students considering nontraditional programs?
5. Please provide the judges with information about your extra-curricular or outside activities.

***Only include responsibilities you have had during the last two-three years.*** The following is a list of types of information that you may want to include:

- \* Current awards or achievements (list years)
- \* Recent school or community involvement
- \* Activities, such as job shadowing, volunteer work or club affiliations, related to your career
- \* Family responsibilities (while enrolled)
- \* Participation in program-related student organizations
- \* Other information showcasing your activities (in or outside of school)

2012 Breaking Traditions Award Application

**D. Letters of Recommendation**

Point Count: 20 Points

*Applicant: Please fill in the blanks, and duplicate this form. You should share this with the individuals chosen to support your nomination with a letter of recommendation.*

Dear \_\_\_\_\_:  
*Person you are asking for letter of support*

I have been nominated by \_\_\_\_\_ for the state of Tennessee 2012  
*Nominator's Name*

Breaking Traditions Award. This award program is a statewide award for outstanding students who

are successfully preparing for a career in an area that is not traditional for the student's gender. I am enrolled in the \_\_\_\_\_ program at \_\_\_\_\_.  
*Name of program* *Educational Agency*

I would like to request that you provide a letter of support for 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. If you have any questions, feel free to contact my nominator or me. Please prepare your letter on your official letterhead and send it to my nominator or me to at the following address or location:

\_\_\_\_\_  
*Nominator or student address or location*

Thank you,

\_\_\_\_\_  
*Applicant Signature*

### Statement of Assurance of Compliance with Federal Law

It is the policy of the Tennessee Department of 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 Tennessee 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:

Office of Civil Rights  
Lesley Farmer  
6<sup>th</sup> Floor, Andrew Johnson Tower,  
710 James Robertson Parkway  
Nashville, TN 37243  
Lesley.Farmer@tn.gov

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## Quick Submission Checklist

All items must be typed (computer or typewriter)

- Completed Nominator Form (with all signatures)
- Nominator's Questions and Answers
- Completed Student Form (with student and parent signatures)
- Two Letters of Recommendation (from other than nominator)
- Student Questions with Student Response
- Digital Photos (minimum of one head shot *and* three action poses)

Submit as one packet for each nomination.

Keep a copy for your records.

Send to:

### Breaking Traditions Award

c/o Lynne Cohen  
4<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0383  
615-532-2837

(Digital photos may be e-mailed to [lynne.cohen@tn.gov](mailto:lynne.cohen@tn.gov))

**Must be postmarked on or before**

**May 1, 2012**

***Late or incomplete applications will not be considered or  
be eligible for awards.***