

SUMMER INSTITUTE – STRATEGIES FOR DELIVERING BUSINESS EDUCATION PROGRAMS

Granlibakken Conference Center Tuesday, July 22 – Friday, July 25, 2008

Purpose

Educators and representatives of business and industry from throughout California have been working together to design and implement Business Education programs that include collaborative courses that meet UC “a-g” guidelines, target core academic standards, and use data-driven instruction. The career technical education standards adopted by the California State Board of Education in business-related Industry Sectors—Finance and Business; Information Technology; and Marketing, Sales, and Service—and the Career Technical Education Framework for implementing these standards will provide the core focus of this summer’s Institute. This **expense-paid institute, with the exception of all travel costs**, provides the crucial, practical next steps for planning and implementing delivery systems that achieve these objectives.

Highlights

The Institute will be held from 2:00 pm Tuesday, July 22, until 2:00 pm on Friday, July 25, at the Granlibakken Conference Center. This secluded, state-of-the-art conference center is located in a wooded setting on the western shores of Lake Tahoe near Tahoe City. All accommodations are on the American plan—full breakfast, lunch and dinner are included.

The Institute will include information on collaborative course development, course outlines, and lesson plans targeting:

- Standards-based instruction and assessment,
- Infusion of core academic standards in Business courses,
- Data-driven instruction, and
- Smaller learning communities with a career technical education focus.

Application for Participation

- **Participation will be in teams of three per site, and must include:**
Business Educator (contact person), Academic Core Curriculum Instructor, and Site Administrator.
An alternate **must** be identified for each team position other than the Business Educator.
- **School site teams will be selected through a competitive process.**
- Expenses will be covered for lodging, double occupancy only, and meals while at Granlibakken; however, travel and any expenses during travel will be the responsibility of the participants or their respective district/ROP. Materials will be provided at no cost to participants. Lodging upgrades will be the responsibility of the participant, as will costs for guests (please call Fran Trout, 209-532-5874, with any logistical questions!).
- For additional team members, your district/ROP will be responsible for all travel expenses, plus:
\$680 per person double occupancy **or**
\$950 per person single occupancy.
- Application must be mailed per “Instructions” section on page 2 to Santa Maria, **postmarked no later than May 5, 2008.**
- School site contact person will be notified of selection and related details by **May 26, 2008.**
- **Eligibility:** Representatives of comprehensive or alternative high schools including ROP teachers if they are part of the comprehensive or alternative high school team.

Sponsored by the Business Education Project, Napa County Office of Education,
in cooperation with the Business Education Resource Consortium and the California Department of Education,

INSTRUCTIONS:

- I. Applications must be **postmarked no later than May 5, 2008** and mailed to:
 Kay Orrell
 Business Education Resource Consortium
 800 S. College Drive
 Santa Maria, CA 93454
- II. Application Format:
 Limit responses as directed
 Single space paragraphs, double between
 One-inch margins
 Use 12-point font Arial or Times New Roman
- III. Include the CD in the application packet (see 2. F below).
- IV. If you have questions about the application process, please call Kay Orrell at 805-922-6966 Ext. 3613, cell 805/801-3997, or email korrell@hancockcollege.edu .
- V. Academic and career technical education standards and frameworks can be downloaded at <http://www.cde.ca.gov/re/pn/fd/index.asp>.

APPLICATION:**1. Indicate the pathway for which you plan to develop curriculum:****FINANCE AND BUSINESS INDUSTRY SECTOR:**

- Accounting Services
- Banking and Related Services
- Business Financial Management

INFORMATION TECHNOLOGY INDUSTRY SECTOR:

- Information Support and Services
- Media Support and Services
- Network Communications
- Programming and System Development

MARKETING, SALES, AND SERVICES INDUSTRY SECTOR:

- E-commerce
- Entrepreneurship
- International Trade
- Professional Sales and Marketing

2. RESPOND TO THE FOLLOWING QUESTIONS (three pages maximum):

- A. Briefly describe the school reform efforts in which your school site is currently engaged and the role of Business Education in each. (i.e. standards, assessment, accountability, integration, scheduling, community involvement, student-centered learning, etc.)
- B. Briefly describe the evidence of support and capacity building for school-wide change as demonstrated by the school site, the district, and the community.
- C. Based on the rapidly changing world and workplace, briefly describe what you believe are the major implications for the delivery of Business Education in the future and the role of Business Educators in the systemic change process.
- D. Why does your team wish to participate in the Summer Institute? Discuss how the Summer Institute will assist in changing the quality and delivery of Business Education at your site.
- E. Describe any special strategies in place at your school. (partnership academies, school-within-a-school, small learning communities, virtual enterprise, Specialized Secondary Programs, etc.)
- F. List Business and Marketing Courses with the number of sections currently taught at your school. Provide the names with email addresses of all teachers including ROP that teach these courses. **Submit course outlines for these courses on CD in Microsoft Word in PC format. Only one CD is necessary.**

3. PARTICIPANTS AND ALTERNATES

The following pages must be complete including signatures for each.

3. PARTICIPANTS AND ALTERNATES

Name of School _____ District _____

School Street/City _____ Zip _____

Contact Person _____ Telephone No. _____

FAX No. _____ E-mail _____

Our school participated in the (year) _____ Business Education Summer Institute.

Teams of three per site will be selected to attend. Please provide the following information for participants and alternates. All individuals must sign the application to indicate their commitment and availability.

Business Educator - Name _____

Summer Address _____

City _____ Zip _____

Summer Work Phone _____ Home Phone _____

Summer FAX No. _____ Summer E-mail address _____

Signature _____ Cell Phone _____

Core Curriculum Instructor – Name _____

Summer Address _____

City _____ Zip _____

Summer Work Phone _____ Home Phone _____

Summer FAX No. _____ Cell Phone _____

Summer e-mail address _____

Signature _____ Subject Area: _____

Alternate Core Curriculum Instructor – Name _____

Summer Address _____

City _____ Zip _____

Summer Work Phone _____ Home Phone _____

Summer FAX No. _____ Cell Phone _____

Email _____

Signature _____ Subject Area: _____

Site Administrator - Name _____

Title _____

Summer Address _____

City _____ Zip _____

Summer Work Phone _____ Home Phone _____

Summer FAX No. _____ Summer E-mail address _____

Signature _____ Cell Phone _____

Alternate Site Administrator - Name _____

Title _____

Summer Address _____

City _____ Zip _____

Summer Work Phone _____ Home Phone _____

Summer FAX No. _____ Summer E-mail address _____

Signature _____ Cell Phone _____