



# Regional Center for Next Generation Manufacturing Externship Program 2012

## Request for Proposals

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### ***Purpose of the Grant Program***

The Connecticut Business and Industry Association (CBIA) has been funded by the Connecticut Community Colleges' College of Technology's Regional Center for Next Generation Manufacturing (through funding from the National Science Foundation) to administer an **Educator Externship Grant Program** to help stimulate connections between the workplace and classroom instruction. This program is designed to assist educators in keeping current with technology skills specifically applied in manufacturing, and to help them update their curriculum so that students will be better prepared to meet workforce needs. The grant will provide participating educators with a stipend for time spent at the worksite, for creating a curriculum work-based project, a summary report and for delivering a professional development workshop for their peers.

### ***Eligible Applicants***

The following individuals and/or multi-disciplinary teams are eligible to apply:

- Individual public and private high school and technical high school teachers, community college educators, who teach in the following subject areas: manufacturing, engineering, math, science, technology.
- Applicants must be involved in teaching subjects related to manufacturing practices.

Grants will be awarded to eligible applicants who meet the criteria of the grant and represent a range of geographic and eligibility criteria. Grant awardees may also be called upon to participate in statewide panels at conferences and/or to serve as experts in the field, when possible, representing the Regional Center for Next Generation Manufacturing.

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### ***Size of Grants and Duration***

CBIA will award grants of \$4,000 to educators. The stipend includes:

- Four-weeks or 160-hour on-site externship between June 1 – September 1, 2012
- Submission of a curriculum project report by September 30, 2012
- Submission of a summary report by December 31, 2012

### ***Timetable and Review Process***

**Proposal Deadline:** Proposals must be received in CBIA's office by 5:00 p.m. on Friday, March 30, 2012. Faxes are acceptable, providing the original is received within three days.

**Anticipated Notification of Grant Awards:** Thursday, April 5, 2012

**Grant Award Date:** Individual grant stipends will be awarded upon completion of the reporting requirements noted in the following section.

**Grant Completion Date:** December 31, 2012 (grantees may request extensions to accommodate the implementation of the curriculum project.)

### ***Use of Funds***

A stipend **may** be used for the following purposes:

- To work directly on-site, with an employer (for-profit, non-profit or governmental agency).
- To plan, develop and integrate curriculum, curriculum projects or curriculum. Extensions/enhancements that integrate manufacturing practices into existing academic curriculum.
- To plan, develop and integrate specific classroom activities that connect the host (externship) employer with specific academic classroom activities.

Funds **may not** be used to:

- Pay or reimburse student stipends or wages.
- Pay or reimburse workplace supervisors or workplace host organizations.
- Purchase or repair equipment.
- Pay tuition for courses
- Local or regional school district overhead costs.

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## ***Proposal Format and Requirements***

Please use the proposal application included in this package (or reproduce it on your own computer if you prefer). Please note: **Proposal submissions are limited to 5 pages.**

In preparing your proposal, it is to your benefit if you can identify a local employer, non-profit organization or governmental agency for your externship. You should choose a host employer or organization that is compatible with your academic discipline, if you are a teacher. (If you have not received a commitment from your host employer by the time of this proposal, CBIA will assist you in finding an appropriate host company. )

## ***Grant Funding Schedule***

Grantees will receive \$3,000 of their stipend upon completion of the four- week or 160-hour onsite externship, \$500 upon completion of a curriculum project outline, and \$500 upon the submission of a 2-page summary report following the implementation of the curriculum project..

## ***Reporting Requirements***

Final payment will be made upon submission of a 1-2 page year-end report due to CBIA no later than December 31, 2011 (exceptions can be made) that provides the following information:

- What was the most useful learning component of your externship?
- What was the most challenging component of your externship?
- Did the implementation of your curriculum project meet your expectations?
- Did your externship host assist you with the implementation of your curriculum in the workplace?
- What impact did your work-based curriculum have on your students' learning and motivation?
- What have you done to share your externship experience and subsequent curriculum work with your peers?
- What are your specific plans for sustaining this kind of externship activity in your school or school district?

## ***Submitting a Proposal***

**Please submit proposals to:**

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