



APPLICATION FORM

All applications must include the following information. Separate applications must be submitted for each eligible program. **Deadline: June 1, 2020.** Please include this application form with electronic entry. If you do not receive an email confirming receipt of your entry within 3 days of submission, please contact [Gage Harter](#).

PROGRAM INFORMATION

County: County of Henrico

Program Title: CTE Open House: Leading and Mentoring the Future

Program Category: Organizational Development

CONTACT INFORMATION

Name: Victoria Davis

Title: Public Relations Specialist

Department: Public Relations

Telephone: 804-501-4933 **Website:** www.henrico.us

Email: dav127@henrico.us

SIGNATURE OF COUNTY ADMINISTRATOR OR DEPUTY/ASSISTANT COUNTY ADMINISTRATOR

Name: Brandon Hinton

Title: Deputy County Manager for Administration

Signature: 

Program Overview

The “Career and Technical Education/Career Exploration Open House” is an event to show fifth-graders at Henrico County Public Schools’ Greenwood Elementary School some of the career and technical education programs available in the school division. High school students from the school division’s Academy at Virginia Randolph (AVR) showcase their skills to the younger students. The AVR students worked together to develop hands-on demonstrations and presentations about each program, in formats that would grab the attention of their fifth-grade audience.

The purpose of the program was for AVR students to take on leadership roles and develop presentation skills as they talked or demonstrated various topics throughout the day. The program also enabled Greenwood Elementary School fifth-graders to explore four different career and technical education programs and learn about similar programs offered in high school, as well as consider possible career paths. Academy at Virginia Randolph students worked at improving their presentation skills and increasing their confidence as they took on leadership roles and ownership of the presentations. Students at Greenwood were able to tie possible career paths to the choices they would shortly make about what courses to take.

Problem/Challenge/Situation Faced by Locality

Students are often not exposed to programs sponsored by Henrico Schools’ Career and Technical Education (CTE) Department until the eighth grade when they are transitioning to high school. This program was developed to expose the fifth-graders at Greenwood Elementary School to the CTE programs offered not only at the Academy at Virginia Randolph but across the school division. The program was also designed to give them this information at a younger age, so they

would be more informed about potential careers and better able to make course selections. This program could be expanded to include other elementary schools in the county.

The Academy at Virginia Randolph is Henrico County Public Schools' alternative high school program. It does not offer sports teams and does not offer many clubs. Students at AVR sometimes do not choose to take leadership roles, even if they have the opportunity. The CTE/Career Exploration Open House gave AVR students the chance to take on leadership roles while developing and enhancing their presentation skills to showcase the Academy at Virginia Randolph's CTE programs.

How Program Fulfilled Awards Criteria

The CTE Open House at the Academy at Virginia Randolph fulfilled the award criteria because it is an innovative solution to a problem: how do you facilitate career and course discussions at a younger age? The program gives fifth-grade students more tactile information about the career planning they will be asked to make in the near future. They were able to see CTE programs firsthand versus on paper. Fifth grade is such a pivotal year for students as they start to make decisions for middle and high school, which can affect lifetime opportunities. This unique event gives students a learning opportunity they would not otherwise have.

The Academy at Virginia Randolph students gained lifelong workplace-readiness skills and confidence. Students were allowed to collaborate and create innovative ways to relate information. The CTE/Career Exploration Day gave AVR students the chance to take ownership of their learning by becoming deeper learners through critical thinking, teamwork, communication, and collaboration. Student leaders had the opportunity to become agents of their own learning using their own "voice and choice," through a learning and demonstration process. They were

able to set goals, reflect on their progress, learn leadership skills and convey their passions in creative ways.

How Program Was Carried Out

The CTE/Career Exploration Open House began during the 2017-18 school year when AVR's cosmetology teacher, Adrian Williams, contacted Greenwood Elementary School with the possibility of bringing her students to Greenwood to demonstrate things they do in the cosmetology program. Through her discussions with Greenwood Elementary principal, the program grew into an open house that includes all of Henrico Schools' CTE programs. The objectives of the program are to expose Greenwood Elementary fifth-graders to CTE programs offered in the county and to teach them about possible careers. Objectives for the Academy at Virginia Randolph are to showcase the CTE programs and to give students the opportunity to become leaders by taking ownership of their chosen CTE program. They collaborate with other AVR students to create demonstrations or give presentations about their CTE program.

The development of the open house takes about two to three months, from conception to implementation. Casey, AVR Principal; Stein, Greenwood Elementary Principal; Guelig, Greenwood school counselor; and Stills, AVR CTE department chair, coordinated student rotations and timeframes using Google Docs. Greenwood students chose from three different CTE career tracks: building trades, service industries, automotive and arts. The building trades CTE programs include masonry, carpentry, electricity and horticulture. The service industries program includes cosmetology, culinary arts, early childhood education, business and information technology. The automotive and arts programs include automotive maintenance, auto body, graphic communication, and industrial maintenance. Within each career track, students would rotate through four different CTE programs. Guelig coordinated the student signups and the field

trip to the open house. Stills worked with the AVR CTE teachers to go over guidelines and to recruit student leaders. Casey, AVR principal, contacted the media to encourage publicity for the event.

Once the CTE teachers were given the information about the program, they collaborated with their students to determine what CTE information should be presented to the fifth-graders, and how to showcase the great things going on in their CTE program. Students then developed presentations and demonstrations with guidance from their teachers.

On the day of the open house, students served as tour guides, presenters, and helpers in the classrooms and labs. The tour guides escorted their student groups to each location and helped with the presentations. They interacted with the fifth-graders and served as role models. Student “presenters” showcased their CTE programs with hands-on activities and demonstrations. Most programs had projects for students to complete and take with them as reminders of a particular CTE program. For example, in horticulture, students learned about plants and then planted a spider plant to take home. This also gave the fifth-graders a chance to share with their families the courses and career opportunities available to them.

After the open house, all fifth-graders gathered to recap the day. Students were able to give feedback and ask questions. The AVR principal talked to them about the importance of career exploration and the opportunities available to them in the upcoming years through Henrico County Public Schools. Each fifth-grader was given a bag with school supplies and CTE program promotional information. Upon return to Greenwood, students went to their individual classes and discussed CTE courses and career opportunities with their teachers.

Once the fifth-graders left, the CTE teachers at AVR collaborated with the participating students about their opinions of the event and gathered feedback for future events. Students said they enjoyed taking leadership roles and stepping out of their comfort zones to demonstrate what they knew about their CTE programs. They expressed enjoyment at working and interacting with the fifth-graders and said they would love to work with them again in other endeavors.

Financing and Staffing

The CTE/Career Exploration Open House has minimal costs. No additional staffing was required. Each CTE program supplied its own materials and covered its own costs. Some programs had no cost, while others had minimal costs of less than \$100 for materials. At the conclusion of the event, the Academy at Virginia Randolph CTE program provided lunch for the AVR student leaders. The cost of lunch was around \$300. The only cost for Greenwood Elementary School was the cost of transportation to the AVR campus.

Program Results

The CTE/Career Exploration Open House enabled 100 Greenwood Elementary School fifth-graders to experience what it's like to participate in CTE programs offered throughout Henrico County. It also enabled 67 AVR students to assume leadership roles and showcase the CTE programs at the Academy at Virginia Randolph. This number represents almost half of the AVR student body.

The Academy at Virginia Randolph students had to work together to create demonstrations, displays, and presentations. They discussed what program and career information should be shared with the fifth-graders and then determined how to showcase that information to develop

interesting hands-on presentations. Students worked through what each person in the group would do and practiced beforehand.

This program was successful because students that generally don't assume leadership roles at school, volunteered to participate in activities outside of their comfort zones. Some students at AVR lack confidence in academic classes, but the CTE programs use a hands-on learning approach, which most students embrace and at which they excel. Students gain confidence while participating in their CTE programs and were able to demonstrate their skills to other students, with professionalism. This event enabled AVR students to build self-esteem and positive relationships with others.

Brief Summary

The "Career and Technical Education/Career Exploration Open House" is an event to show fifth-graders at Henrico County Public Schools' Greenwood Elementary School some of the career and technical education programs available in the school division. High school students from the school division's Academy at Virginia Randolph (AVR) showcase their skills to the younger students. The AVR students worked together to develop hands-on demonstrations and presentations about each program, in formats that would grab the attention of their fifth-grade audience.

The purpose of the program is for AVR students to take on leadership roles and develop presentation skills as they talked or demonstrated various topics throughout the day. The program also enabled Greenwood Elementary School fifth-graders to explore four different career and technical education programs and learn about similar programs offered in high school, as well as consider possible career paths. Academy at Virginia Randolph students worked at improving their

presentation skills and increasing their confidence as they took on leadership roles and ownership of the presentations. Students at Greenwood were able to tie possible career paths to the choices they would shortly make about what courses to take.

Leading and Mentoring the Future Supplemental Material

