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| **Name of Grant Program:** Massachusetts Work Immersion Network (MassWIN) | **Fund Code:** 425  |

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| PART III – REQUIRED PROGRAM INFORMATION |

**Massachusetts Department of Elementary and Secondary Education
Executive Office of Education**

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**Application for Participation in the**

**Massachusetts Work Immersion Network (MassWIN)**

**December 2020**

***For applicants with a designated Innovation Pathway in healthcare and social assistance or an approved Chapter 74 program in programming and Web development or information support services and networking***

**Background and the Purpose of the Grant**

As a complement to existing initiatives, DESE and the Executive Office of Education are collaborating with MA STEM Advisory Council and [Northeastern University Network for Experiential Teaching and Learning (NExT)](https://www.northeastern.edu/next/) to bring Work-Based Learning (WBL) to scale through the Massachusetts Work Immersion Network (MassWIN). MassWIN will build a robust catalog of reusable employer-driven WBL virtual/hybrid project templates that are Massachusetts-sector specific and provide students with technology-enabled, technically supported, internships, capstones, and co-ops. As part of MassWIN, DESE is seeking up to 18 educators from six different schools/districts to participate in professional development and a pilot that will run from January 15 through May 28, 2021.

**Eligibility**

Eligible applicants are Massachusetts schools/districts with designated, established [Innovation Pathways in Healthcare and Social Assistance](https://www.doe.mass.edu/ccte/innovation-pathways/designees.html) and approved Chapter 74 programs in Programming and Web Development or Information Support Services and Networking. Applicants must be able to evidence strong working relationships with their local MassHire partner and business/workforce partners. Preference may be given to applicants active in the current STEM@Work collaboration. In addition, DESE is seeking geographic diversity and balance within the seven [Workforce Innovation and Opportunity Act (WIOA) regions](https://www.mass.gov/massachusetts-wioa-state-plan-and-workforce-area-plans).

**Funding**

An LEA may submit one application for a maximum award of $15,000.00, to stipend up to three educators (two classroom teachers and one internship/co-op coordinator) at a rate of $5,000.00 per educator, for participation in the professional development course, which will transpire outside school hours, and to implement the work-based learning pilot.

**Program Details**

Participation in the MassWIN pilot includes:

* Access to [Practera](https://practera.com/), an instructional technology designed to support WBL;
* Practera technical training;
* A professional development course (1 Credit) at Northeastern University School of Education, focused on WBL implementation, facilitation and use of digital tools to support students and employer partners;
* Implementing Practera in an existing WBL program or piloting a new virtual WBL program designed to open up access to WBL for students who do not traditionally have access;
* Coaching support during the planning, implementation, and review phases;
* A Community of Practice with other MassWIN pilot participants, and
* An opportunity for students and employer partners to share their work in the MassWIN Presentation Showcase.

**Participant Expectations and Timeline**

Participation will involve an asynchronous, one credit, professional development (PD) course kick-off session and Practera technology training and participation in the virtual WBL program pilot. The anticipated timeline is as follows:

* Educator participants confirmed and notified – December 14, 2020
* PD Course Enrollment Session and Practera Training – January 4, 2021
* MassWIN Program Kick Off (possible whole program launch event) – January 11, 2021
* Bi-Weekly Community of Practice Sessions – Beginning mid-January, ending May 28, 2021
* Asynchronous PD Course (1 Credit) – January 18 – April 9, 2021
* Virtual WBL Orientation Sessions (School/Region Level) – between January 18 – April 9, 2021
* Virtual WBL Program Pilot – 6 – 10 weeks between January 18 – May 28, 2021
* Virtual WBL Pilot Final Presentation Showcase (Virtual Event) – May 28, 2021

**Submission Instructions**
Applicants will submit a single file, which will consist of the cover page (Part I), budget (Part II), narrative (Part III), the letter of support.

To complete the narrative (Part III), please type directly on the application form in the text boxes.

When all materials are ready, order them as follows: Part I, Part II, Part III, followed by the letter of support/any other exhibits (optional). You will then combine the narrative and exhibits into a single PDF.

All applications must be complete and submitted via email to jennifer.a.gwatkin@mass.gov by 5:00 pm on December 14, 2020.

**Primary Contact**

Jennifer Gwatkin, Innovation Pathways Lead, Department of Elementary and Secondary Education

jgwatkin@doe.mass.edu; (781) 338-3954

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| **The lead applicant for the MassWIN Pilot Grant must be a LEA with a** **designated Innovation Pathway in healthcare and social assistance or an approved Chapter 74 program in programming and Web development or information support services and networking.** |
| **Lead Applicant name (District and High School):** |  |
| **Applicant contact** |  |  |  |  |
| *Name* | *Title* | *Phone* | *Email* |
| **Mailing Address** |  |
| *Street Address*  |
|  |  |  |
| *City* | *State* | *ZIP* |
| **Phone/Email** |  |  |
| *Preferred Phone* | *Email Address* |
| **Individual responsible for the coordination of work-based learning opportunities in your school/district, if different from above** |  |  |  |  |
| *Name* | *Title* | *Phone* | *Email* |
| **Indicate the program that will participate in this pilot (select only one)** | Please check your program offering:[ ]  Innovation Pathway in Healthcare and Social Assistance[ ]  Chapter 74 in Programming and Web Development[ ]  Chapter 74 in Information Support Services and Networking |
| **Year designated/approved** |  |
| **Does the high school/district currently participate in STEM@Work?** | Yes [ ] No [ ]  |
| **Does the high school/district currently participate in Connecting Activities? *(For context only. Participation is not required.)*** | Yes [ ] No [ ]  |
| **Current total program enrollment** |  |
| **How many students will need to complete work-based learning experiences in spring 2021, during the pilot?** |  |
| **Current employer/industry Partner(s)** |  |

**Narrative**

1. Please describe your program’s current approach to offering students the required work-based learning experience in the program, including collaboration with your local MassHire Board, employer/industry partners, and indicate any challenges you are facing.**Field limited to 500 words.**

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1. How will participation in this pilot help you address the challenges identified above (see previous question) and support expanding high quality work-based learning opportunities for students? **Field limited to 500 words.**

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1. Applicantssubmitting an application agree to solicit two classroom teachers and one internship/co-op coordinator to participate in the pilot. These educators understand that this pilot will entail an asynchronous (1-credit) professional development course and Practera training; attendance at biweekly meetings; participation in the WBL pilot; completion of a program showcase; and contribution to the evaluation at the end of the pilot. **Please indicate which individuals will participate in the pilot and check box to confirm understanding.**

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| Names and Titles of Educators Participating in Pilot: |
| Check to confirm understanding [ ]  |

1. Identify the courses that you would use to implement the pilot (provide names and local course codes):

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1. Indicate how many students will participate in the pilot:

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1. Indicate the number of projects that students will complete during the pilot:

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1. This pilot is intended to help the Commonwealth scale work-based learning. **In checking the box below, the applicant agrees to participate in future “train-the-trainer” activities.**

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| Check to confirm understanding [ ]  |

1. Please confirm that the work products generated during the pilot are the property of the state.

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| Check to confirm understanding [ ]  |

1. **The superintendent’s signatory on the grant (Part I) indicates support of the educator’s participation in the pilot.**

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| Check to confirm understanding [ ]  |

1. Successful applicants will demonstrate that they have established, effective relationships with their respective local MassHire Workforce Board, MassHire Career Center, and local businesses committed to providing job placement opportunities for students. **Provide a letter (no longer than one page), signed by the MassHire partner and a minimum of two (2) employer partners, that addresses the following:**
	1. Please briefly describe your history of collaborating with MassHire Workforce Board and MassHire Career Centers.
	2. Please describe your employer engagement strategy to support your existing daytime programs in the targeted program(s).
	3. Please confirm that you have had recent conversations with at least two employer partners that employ the targeted industry sectors/occupation(s) and confirm they have existing and upcoming vacancies for the target sectors/occupation(s).