

## STEM CENTERS OF ACADEMIC EXCELLENCE ASSOCIATE APPLICATION

Institutions interested in becoming a member under Pathway One should send an email to [stemcae@theharrisfoundation.org](mailto:stemcae@theharrisfoundation.org) stating their intent to apply. Then, download and complete the Membership Application at [www.stem-caeapplication.com](http://www.stem-caeapplication.com).

Institutions must return completed application to The Harris Foundation, 1330 Post Oak Blvd, Suite 2550, Houston, TX 77056, along with printed material (brochures, flyers, applications) and requested documentation used for the program. All materials submitted must be clearly labeled with the name of the program and name and contact information for the person in charge of the program. Place the printed materials for each program in an envelope, sealed and labeled.

Programs submitted to qualify to become a STEM Center must enhance the academic success of youth in science, technology, engineering and mathematics (STEM) through STEM-based activities, experiences and events conducted in a variety of locations and based on the following guiding principles.

- Student-centered
- Practical, real world experiences and connections
- Team-oriented, collaborative learning
- Develop decision-making, critical thinking and problem solving skills
- Build self –confidence

Programs submitted must engage learners in real world educational experiences that develop the 21<sup>st</sup> century skills. Programs submitted must also engage learners in the knowledge, understanding and application of identifiable STEM concepts, processes and practices included in national standards such as the Common Core State Standards, Next Generation Science Standards, National Educational Technology Standards, Principles and Standards for School Mathematics, and Standards for K-12 Engineering Education.

### **Membership Criteria:**

Criteria for becoming an Associate:

- Has successfully implemented one or more STEM-based programs for at least three years.
- Has an exemplary STEM faculty.
- Have support services for students in each program submitted.
- Has top-level leadership commitment to the program (e.g. President, Dean, Rector, Provost).
- Have relationships with corporate and educational resources in the region.
- Has strength of reputation within academic communities.
- Has an active leadership team consisting of four to six members.
- Is committed to meeting the standards and requirements established by The Harris Foundation for the selected STEM-based program.
- Has hosted the selected STEM-based program within one year of attending the STEM-CAE Institute.

### **Services and Products Provided to Associate Member Institutes by The Harris Foundation**

1. Provide high quality professional training for directors and instructors of the selected program. Training will include information on the core curriculum, assessments, reports, and other information pertaining to the operation of the program.
2. Work collaboratively with the program administrators and staff to develop the program.
3. Monitor the implementation of the selected program.
4. Provide policies, guidelines and reporting systems.
5. Act as a resource to the institution.
6. Supply program information, templates and documents.
7. Provide technical assistance in planning and implementing of the selected program.

### **Selection Procedure:**

- THF Membership Committee chooses and contacts the educational institutions selected from the applications submitted and sets up an interview with the listed team leader.
- THF Membership Committee selects the participating institutions applying for a summer program in December and those applying for an academic year program in March.

## ASSOCIATE APPLICATION FORM

Official Name of the Educational Institution \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Head of Institution \_\_\_\_\_

Title \_\_\_\_\_

### Leadership Team Members

Institution Administrator

STEM Representative

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
{INSERT POSITION NAME}

\_\_\_\_\_  
[INSERT POSITION NAME]

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
[INSERT POSITION NAME]

\_\_\_\_\_  
[INSERT POSITION NAME]

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

### DESIGNATED TEAM LEADER

(Designated Team Leader will receive all communications and notification letter)

Name \_\_\_\_\_

Title \_\_\_\_\_

## Education and Experience

For each team member, as outlined below, summarize his/her experience on a separate sheet of paper. Do not exceed two (2) pages, typed.

1. Formal Education. Institution, type of degree, major, minor, and dates degrees were granted.
2. Employment Experience. Please include teaching and other assignments that will provide an accurate portrayal of your experience.
3. Professional Activities. Examples: (1) membership in professional organizations, (2) publications, and/or (3) research interests.
4. Related Activities. Examples: (1) outreach to the community, (2) liaison with local/regional businesses, (3) involvement with special youth programs, and/or (4) other collaborations or involvement in team efforts.

## Demographics

Complete the table below. (Add rows as needed.)

NAME OF PROGRAM BEING SUBMITTED/YEARS OFFERED	GRADE LEVEL SPAN OF TUDENTS IN PROGRAM	RACIAL/ETHNIC COMPOSITION OF THE STUDENTS/NUMBER OF EACH SUBGROUP	ECONOMIC STATUS OF STUDENTS IN PROGRAM

## Program Narrative

Include the answer to the following questions for each of the programs listed on the demographic table above. If more than one program is being submitted, answer all of the questions for one program before moving to the next program.

1. What kind of program is it? (Residential, non-residential, CCR, etc.)
2. What is the mission of the program?
3. What are the objectives of the program?
4. What are the student eligibility criteria for the program?
5. How are students recruited for the program?
6. How is the program financed?
7. What are the key components of the program? (Curriculum, activities, events, etc.)
8. What STEM-based subjects/professions and staff are included in the program?
9. What campus-based and community resources are used in the program?
10. How is the success of the program measured?

### **Alliances/Partnerships/Commitment**

List corporations, universities, or other community organizations with which your university has partnerships with for each program listed on the demographic chart.

Submit a signed letter of commitment from the president, vice-president, provost, chancellor, rector, or head administrator along with the application.

### **Documentation**

Include documents to support each of the following domains.

- Program planning and preparation, represented by syllabi, handouts, meeting agendas.
- Program Implementation, represented by teaching plans, instructional strategies, schedules, etc.
- Evaluation documents Actual teaching presentation, represented by comments from observers, written comments from student evaluations, or tapes of actual class sessions.
- Artifacts (products) description and methods of presentation.
- Currency in STEM, represented by changes in the courses as new developments arise, currency of resources drawn on for course presentations, attendance at professional conferences that resulted in changes in content or methods of teaching.

### **Associate Fee:**

The fee for the first year will be \$15,000. Subsequent renewal years will be \$7500. Payment by check is due upon selection notification. Payment options: full payment or two equal payments within 90 days of selection notification. Certification will be awarded upon receipt of full payment.