Application Checklist

Title of Proposal	
Project Lead(s)	
Proposal Summary (250 works maximum)	

Each section of the application corresponds to the request-for-proposals. Please ensure your application structure reflects each section and includes all required elements.

DUAL ENROLLMENT COURSE

✓ At least two course descriptions, including how it relates to OSSE CTE Course Standards and industry recognized certifications, in the areas of Theme 1: Computer Science (for Computer Science and Digital Media students) and Theme 2: Networking and PC Hardware/Software
✓ Evidence of course eligibility to satisfy IT major requirements in a baccalaureate program
✓ Faculty teacher and relevant credentials/experience

INTERNSHIP

✓ Internship description, including deliverables, goals, and objectives
✓ Details on alignment between internships and course work
✓ Details on how the internship supervisor will evaluate student work
✓ Sample schedule of internship at 10 hours/week
✓ Supervisor of internship and relevant credentials/experience

STUDENT POPULATION

✓ Number of students the program is able to accommodate

MARKETING AND COMMUNICATIONS

✓ Example marketing materials such as flyers, brochures, etc. that can be shared with families and students which describe the program
✓ Institution point of contract for program coordination.

APPLICATION AND SELECTION

✓ Statement on the institution admissions philosophy for the program

STUDENT SUPPORTS

✓ Statement on the support's students have access to throughout the program

PROGRAM ASSESSMENT

✓ Statement on the institutions plan to assess program satisfaction

TIMELINE

✓ A summary of the schedule of events, activities, and milestones related to the proposal
✓ Detailed timeline for the recruitment, application, and selection of students
✓ Proposed course and internship start and end dates

✓ Other relevant milestones such as orientation, planning meetings, etc.

Additional Section: Budget

Applicants must submit a detailed budget including costs such as tuition, materials, activity fees, food, facilities, and other direct costs. In this budget, there should be a price per student. Justifications for all costs must be explicitly stated. Please include both a brief (200 words maximum) narrative as well as a table to indicate budget breakdown.

Students will not be responsible for tuition or any fees associated with the program. The vendor can only offer a program without additional fees.

DCPS will pay student wages for the duration of the program.