

For Committee Use Only:

Submitted \_\_\_\_\_

Resubmitted \_\_\_\_\_

**MISSOURI BUSINESS EDUCATION ASSOCIATION**

**PROGRAMS OF EXCELLENCE IN BUSINESS EDUCATION  
SECONDARY/POST-SECONDARY**

Please submit **five copies of these application materials** by **May 1** to the MBEA Awards Chair:  
Barbara Luna, Gainesville High School, HCR 3 Box 170, Gainesville, MO 65655-9524.

**NAME OF SCHOOL** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**NAME OF DEPARTMENT** \_\_\_\_\_

**APPLICATION COMPLETED BY**

Person completing form **MUST** be a current member of MBEA and a faculty member or administrator of the nominated program

**TITLE** \_\_\_\_\_

**SCHOOL PHONE** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_

**DATE OF APPLICATION** \_\_\_\_\_

**THE SCHOOL IS ACCREDITED BY THE FOLLOWING AGENCY OR AGENCIES**

\_\_\_\_\_  
\_\_\_\_\_

**THE PROGRAM OFFERED BY THE BUSINESS DEPARTMENT IS APPROVED OR ACCREDITED BY THE FOLLOWING AGENCY OR AGENCIES**

\_\_\_\_\_  
\_\_\_\_\_

**DIRECTIONS** Complete the twelve sections of this form as fully as possible, using 8 1/2 x 11 paper for additional space. Label each section to agree with the outline of this application form. 100 points available

## **SECTION 1 ENROLLMENT DATA (5 points)**

1. What grade levels are included for evaluation on this application form?
2. How many students are enrolled in the grade levels shown in number 1 above?
3. Using an average for the last five years, what percent of the graduating seniors
  1. continue their education beyond high school?
  2. complete an associate degree?
  3. complete a baccalaureate degree?
4. What percent of the total number of students (number 1) were enrolled in a business course during the current academic year?
5. What percent of the total number of students (number 2) were enrolled in a business course five years ago?

## **SECTION 2 CURRICULUM (15 points)**

1. List all courses offered by the business department in the current academic year (indicate length of time for each offering: one semester, full year). Briefly describe content of each course listed.
2. Explain how business representatives are identified and utilized in the instructional program.
3. Provide information about how the business advisory committee functions for the department.
  1. How are business representatives identified?
  2. Describe the composition of the committee (names, titles, business represented).
  3. How often does the committee meet?
  4. How does the advisory committee function with respect to the department ' s curriculum, students, and student organizations?
4. Within the past five years, has the department or school completed a follow-up study of students enrolled in the business program? If yes, briefly describe the results of the study.
5. Describe the revisions that have been made in the business curriculum within the past five years.

## **SECTION 3 OBJECTIVES OF THE BUSINESS PROGRAM (10 points)**

1. List the three major short-term objectives of the business program for the current academic year.
2. List the three most important long-range goals of the department (the next five years). Include the process and timeline to achieve each goal.

## **SECTION 4 PHILOSOPHY (5 points)**

1. Describe the most important contribution of your business program to the success of students who have enrolled in a business course or courses.
2. State the philosophy of the school on vocational education and specifically, on business education. (This may be reflected also in one of the supporting letters attached with this form.)

#### **SECTION 5 PROMOTION OF THE BUSINESS PROGRAM (10 points)**

1. What promotional activities are completed by the business department? (exhibits, brochures, bulletin boards--copies may be included with this form)
2. What kinds of out-of-school activities are conducted by the business department? (newspaper articles, radio/TV spots)

#### **SECTION 6 STUDENT ORGANIZATIONS (5 points)**

1. What student organization(s) are sponsored by the department?
2. Present achievements of each student organization over the past two years.
3. Show the number of students who have participated in the student organization(s) for each of the past five years.
4. Identify activities that are carried out by the student organization(s) in a typical year.

#### **SECTION 7 METHODOLOGIES (10 points)**

Describe the methods that are employed in the courses offered within the business program to enable the student to learn? (cooperative programs, individualized instruction)

#### **SECTION 8 CAREER PLANNING (10 points)**

Describe the plan to provide business career/guidance information to students enrolled in business courses.

#### **SECTION 9 HONORS, AWARDS, RECOGNITIONS (5 points)**

1. Explain how the business program (department) has been cited for its exemplary curriculum.
2. Explain how students enrolled in the business program have been recognized for their successes.

### **SECTION 10 FACULTY PROFILE (10 points)**

1. How many faculty members are full time in the department?
2. How many faculty members are part time in the department?
3. List names of all faculty members in the business department. Complete the information requested for items a through k.
  1. highest degree held
  2. years of teaching experience
  3. primary teaching speciality
  4. professional involvement for the past five years (beyond responsibilities in school)
  5. research completed or in process
  6. manuscripts published--when/where--provide complete citation
  7. student organization(s) sponsored
  8. grants received/directed
  9. professional memberships
  10. community/civic involvement
  11. full-time or part-time position in department

### **SECTION 11 SUPPORT FOR THE BUSINESS PROGRAM/DEPARTMENT (10 points)**

Demonstrate support given the business program in your school by persons or agencies outside your department. A maximum of four letters for the program may be attached with this form. These letters may include but are not limited to the following categories:

1. principal or superintendent of school
2. chair, advisory committee
3. state business consultants
4. business persons who have formed a partnership with the business department
5. graduate of the program

### **SECTION 12 FINAL STATEMENT (5 points)**

Why do you believe your program in business should be recognized by the Missouri Business Education Association as the one outstanding program in the state?

**Please return to:**

Barbara Luna  
Gainesville High School  
HCR 3 Box 170  
Gainesville, MO 65655-9524