



Hub Expanded Learning Opportunities

The Hub is an Initiative of the Providence After School Alliance



Call for Programs

Application Deadline: July 15, 2013 at 12:00 noon

The **Providence After School Alliance (PASA)**, in partnership with the Providence Public Schools, is looking for non-profit organizations and business and industry partners to apply to provide “expanded learning opportunities” of ten or more weeks which provide youth with hands-on, relevant experiences to prepare youth for life beyond high school, in both career and academic pathways. PASA staff and others will work with those whose applications are approved to further develop their programs to be eligible as credit-bearing opportunities for high school youth.

These **Expanded Learning Opportunities (ELOs)** through the PASA’s Hub high school initiative offer young people in Providence a chance to earn graduation credit for learning that takes place beyond the traditional classroom. PASA has developed Hub ELOs in partnership with Providence Public Schools and many community partners over the past three years. Although youth participants do receive credit upon completion of the program, PASA’s focus is on engaging youth in consistent participation, growing their social and emotional competencies and building relevant real-world skills.

The skills young people need to be successful after high school are complex, and learning experiences in school alone are not sufficient to prepare them for their next opportunities. ELOs in Providence allow us to collectively re-imagine what youth learn — and how, where, and when they learn it. Musicians learn focus and perseverance from long hours of practice sessions and auditions. Gamers and computer tinkerers learn to think critically and push through challenges every time they encounter a new bug or programming problem. Artists expand their minds with big picture, out of the box creative thinking. These learning experiences are invaluable for our young people, the types of learning experiences that our schools are not able to provide in the quantity and depth that youth need.

All ELO experiences are youth-centered, hands-on, rigorous, and grounded in real -world experience. **The core elements of the Hub ELO program include:**

- **Rigorous learning experiences beyond the classroom** – Youth engage in community-based after-school programs, internships and independent studies facilitated by community partners and supported by teachers to help youth develop specific skills.
- **Learning demonstrations** – Youth reflect upon and demonstrate their learning through digital portfolios and by presenting their learning at the conclusion of their experience to a panel of experts.
- **Recognition of learning** – Youth earn course credit and other recognition – including digital “badges” detailing their learning – for high-quality work aligned with common core state standards.

PASA will provide planning assistance, professional development opportunities, and ongoing program supports for approved applicants to help align their program offerings to be eligible high school credit. **Accepted program providers will also receive a \$500 stipend**, not to cover program costs, but to help defray the costs of the necessary administrative functions to make their program eligible as a credit-bearing opportunity for youth.

Youth who participate in the ELO program will:

- Think critically and creatively;
- Communicate effectively;
- Demonstrate perseverance and resourcefulness;
- Work collaboratively;
- Be highly engaged in their own learning.

If interested in being a part of this initiative working with Providence youth, please complete the attached application for making credit-bearing learning experiences available to high school youth at:

- Juanita Sanchez Educational Complex
- Dr. Jorge Alvarez High School
- E-Cubed Academy

ELO Application Technical Assistance

Prospective community partners can learn more about current ELO programs at www.HubProv.com and more about the application process and community partner expectations at one of several **technical assistance sessions** which will be held at PASA, located at **140 Broadway**, Providence RI 02903. All applicants are strongly encouraged to attend one of these sessions:

- TA session I - Monday, July 1: 12:00-1:30 p.m.
- TA session II - Tuesday, July 2: 8:30-10:00 a.m.
- TA session III - Monday, July 8: 4:00-5:30 p.m.

ELO Program Review Process

- July 15th - All applications must be submitted via email as a read-only Word document to Lisa Sampson at lsampson@mypasa.org.
- All applicants will be contacted by Friday, August 2nd regarding the status of their applications.
- Applications will be reviewed by a committee consisting of PASA staff, as well as Providence Public Schools and community representatives. Reviewers will be looking for programs that are aligned with program goals and structures, youth outcomes and/or provide a unique asset to respond to youth interests.

ELO Calendar for the 2013-2014 Academic Year

August 2013

- Confirmation of acceptance and memorandum of understanding process begins
- Curriculum alignment planning process and submission of planning documents to school district
- Community partner professional development sessions

Fall 2013 Program Schedule

- September 9th – 20th – Youth recruitment and orientation
- Weeks of September 23rd (JSEC) and September 30th (Alvarez) - Programs start
- December 2nd (JSEC) and December 9th (Alvarez) - Last week of programs
- December 9nd (JSEC) and December 16th (Alvarez) - Demonstrations begin

Spring 2014 Program Schedule

- November- December – Curriculum alignment, professional development, and memorandum of understanding process for spring programs
- January 6th – 31st – Youth recruitment and orientation
- Weeks of January 27th (JSEC) and February 3rd (Alvarez & E-Cubed) - Program Start
- Weeks of April 7th (JSEC) and April 14th - (Alvarez & E-Cubed) – Last week of programs
- April 14th (JSEC) and April 28th - Demonstrations begin

Community Partner Expectations

- Commit to participate fully in approximately 20 hours of program meetings and preparation before and during the session. These responsibilities include, but are not limited to orientation sessions, youth recruitment, curriculum development, standards alignment with teacher mentor of record, professional development, youth prep and participation in final demonstrations.
- Program will be required to enroll a minimum of four youth and maintain a youth attendance average of at least 80%. These benchmarks will be revisited throughout the session and a plan of action will be developed if goals are not being met.
- For those with limited experience leading youth programming, there will be additional 2-3 hours of required professional development sessions regarding positive youth development practice and program structure/facilitation.
- See full Community Partner Expectations document on the PASA website for additional responsibilities. [NOTE: Go to www.mypasa.org and find the Hub application link under the “Latest News” section or visit <http://mypasa.org/support-pasa/run-program>]

All Accepted Program Applicants will receive:

- \$500 stipend for each ELO program to help offset the cost of approximately 20 hours of activities throughout the ELO preparation and implementation process. This is not seen as money to cover the full program costs but as supplemental funding to help defray the cost additional administrative and planning work required to make a program eligible to be an ELO.
- Free enrollment in professional development opportunities offered by PASA.
- Support in aligning program curriculum with Common Core State Standards and other relevant national and state academic standards.
- Recognition of the program as credit-worthy by Providence Public Schools.
- Access to Providence high school youth through Hub-coordinated recruitment efforts.
- Opportunity to issue digital badges recognizing youth for successful completion of your program.

Required Community Partner Documents (to be submitted after program is accepted)

- IRS letter stating 501 C3/ EIN tax number
- Certificate of Liability Insurance, naming the Providence After School Alliance and the Providence Public School District as additionally insured, with a minimum umbrella liability policy of \$1,000,000 for property damage and personal injury.
- Memorandum of Agreement signed by the head of your organization or appropriate person within your institution.
- Before the program starts, all individuals working directly with youth must provide BCI checks without disqualifying information to the Providence After School Alliance. The BCI check must be no older than 18 months from the last scheduled day of ELO programming and must be submitted by the start of programming.
- HubProv.com Terms of Use signed by all members of your organization who will have profile on this Website.
- Community Partner Expectations signed by all ELO program instructors.

ELO Program Structure:

- Most ELO programs operate once or twice a week for approximately 10 weeks, followed by a youth demonstration of their learning within a week or two. This will be discussed for programs which are approved during follow-up planning sessions.
- Most programs will launch within a designated two-week period in September/October and again in January/February.
- For programs that have a curriculum longer than 10 weeks, would prefer to launch outside of the noted “launch” periods, or want to operate on Friday, weekends, or at a different time, applicants will need to detail designated dates, times, plans, and related information as part of the application. These programs may need to take on additional logistical responsibilities, dependent upon the program design.
- Hub ELO programs generally take place after school on Monday through Thursday; for programs which would prefer to operate at other times, this request should be detailed in your application.
- Organizations will be able to indicate the maximum number of ELO youth they have the capacity to serve. All applicants commit to serving a minimum of four youth. PASA and the Hub reserve the right to enroll an additional two youth more than stated program capacity, given attrition.
- Programs should, if at all possible, take place at one of the three schools; for programs that would like to hold programs at the host organization’s site or other community-based location, please detail the unique aspects of the program site and why it should operate there. Please note that occasional field trips to an off-site location might also be an option and can be detailed in the application. For programs which operate at Alvarez HS and JSEC, there might be the option of enrolling youth from both schools and having youth transported between these school sites.
- For those interested in using PASA’s office space at 140 Broadway in Providence, there is a bank of personal computers with Internet access which can be made available to a limited number of providers.
- Weekday programs should generally begin between 3:15 and 4:00 p.m. (within reason, depending on school dismissal and travel time), and must conclude before 6:00 p.m. or if hosted at the Hub by 5:30 p.m.

Expanded Learning Opportunity Initiative - Call for Programs

Organization Name:

Program Name:

Full Organization Mailing Address:

Primary Contact:

Name & Title:

E-mail:

Work & Cell Phone #s:

Executive Director Name:

(or person who can sign the final memorandum of agreement for your organization)

A. PROGRAM STAFFING & CONTACT INFORMATION

1. Primary Program Instructor (Directly delivering programs)

Name:

Email:

Phone:

Briefly describe the specific experience working with youth as well as with their content area. Attach resume if applicable.

2. Second Instructor (If applicable. Note: The Hub program youth-to-adult ratio is a maximum of 10:1. PASA requires all grantees to adhere to this ratio at all times)

Name:

Email:

Phone:

Briefly describe the specific experience working with youth as well as with their content area. Attach resume if applicable.

3. Alternate Program Instructor(s) (Given the limited number of program sessions for an ELO, the provider is responsible for providing a quality alternate instructor if the primary instructor is ill.)

Name:

Email:

Phone:

Briefly describe the specific experience working with youth as well as with their content area. Attach resume if applicable.

B. PROGRAM LOGISTICS

The purpose of these questions is to figure out how many total programs you can provide, for which youth, and the preferred program location

Please provide an answer for EVERY line. Please place a single “x” in the Yes/No columns.

FALL 2013	SPRING 2014
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4. How many unique programs are you able to provide?

#	#
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5. Which youth do you wish to serve?

	Yes	No	Yes	No
Alvarez High School youth				
Juanita Sanchez EC youth				
E-Cubed Academy youth	N/A	N/A		
Open to any / all				

6. Where do you want to provide the program?

	Yes	No	Yes	No
Single group of youth at their respective school site(s)				
Serve youth from multiple schools at a single site				
At another location				

8a) If at another location, which location and why would it improve the program to hold it there?

8b) If you prefer to provide the program at the Hub, please detail why.

8c) What specific technology / space would you need to provide your program (i.e., computers with Internet access; storage; gymnasium; etc.)?

7. Will each individual program run 1 or 2 days each week?

FALL 2013		SPRING 2014	
1	2	1	2

8. On which day(s) do you PREFER to offer the program(s)?

If a two-day program, check off your first two preferred days.

	FALL 2013	SPRING 2014
No preference; can operate any day.		
Monday		
Tuesday		
Wednesday		
Thursday		
Another day / time		

8a) If you prefer another day / time, please give specific details on when and why it is necessary to offer the program at that time?

8b) Are you able to provide your program on a day other than your preferred day(s)? If so, which day(s)?

8c) What time do you wish to hold your program? Note: Program will begin between 3:15 and 4:00 p.m. (depending on school dismissal and travel time), and must conclude before 6:00pm with the exception of programs at The Hub which must end by 5:30 p.m.

Start time:

End time:

9. Please identify which best describes the format/ instructional style of your ELO. This will help inform quality assessment and professional development. Bold your selection.

Small group instruction / mentoring

Large group program

10. Please indicate the maximum number of ELO youth you have the capacity to serve. All applicants commit to serving a minimum of four youth; for those applying for multiple schools, please identify if this number varies by school.

11. Do you plan to work with non-ELO youth in your program? If so, approximately how many and for what reason?

C: PROGRAM DESCRIPTION

All ELO experiences are youth-centered, hands-on, rigorous, and grounded in real-world practice, with the goal of developing young adults who:

- Think critically and creatively
- Communicate effectively
- Demonstrate perseverance and resourcefulness
- Work collaboratively
- Are highly engaged in their own learning

12. Please provide a brief, 1-3 sentence program description to be used in the ELO brochure and on HubProv.com to describe program to youth and external audiences. See HubProv.com for examples.

13. What are the three main skills youth will develop through your program? What will they be able to do – or be able to do better – at the end of the program that they were not able to do before the program?

- a.
- b.
- c.

14. Please describe your broader content learning goals for the youth involved in the program?

- a.
- b.
- c.

15. What “product” will your program work towards throughout the session to demonstrate during the culminating final demonstration event? This product can be a range of things: a physical object, a successfully prepared debate, a level of completion on a language program, progression on a certain learning process, etc. How will youth be able to demonstrate that they’ve achieved the stated content skills through this product? If your program isn’t working towards a pre-established product, how will your program be structured to support the youth in identifying and developing their own product?

16. How will your program and instruction assure the ultimate goal that youth build essential skills? Again, these skills are to think critically and creatively, communicate effectively, demonstrate perseverance and resourcefulness, be highly engaged in their own learning and work collaboratively.

17. How will your ELO program assure that youth are engaged in the learning experience and will be able to connect the program content to their interests? How will you assure that youth voice and choice is included in the experience?

18. How will your program utilize youth blogs on HubProv.com to enhance the youth's learning? Please visit HubProv.com, PASA's ELO online tool used to support youth growth through thoughtful reflection and by showing and communicating evidence of learning; using it is a required part of the program and is assessed as part of the final grade for all youth participants. Specifically describe how your instructor will incorporate HubProv.com into your program.

19. Weekly Schedule: Please provide an outline of your weekly program schedule, sharing the weekly theme/ activity and the key content skills that will be developed or worked on for each meeting of the program. This will help to communicate the progression of youth learning throughout the session.

20. Daily schedule: Give an example of a typical program day. Go into detail for at least one sample program activity or theme.

OPTIONAL: Applicants may attach a curriculum or any other materials that will help give further details about the program.

21. Which statement best communicates your previous experience with curriculum alignment. All ELOs will be aligned with the Common Core State Standards (CCSS) and other relevant national and state academic standards through the program planning process. Note that this level of experience does not impact approval for funding. If approved, Providence Public Schools, Hub staff, and teacher-mentor of record will help align curriculum with the appropriate standards.

_____ I have previously aligned my ELO program curriculum with the CCSS and/or other relevant academic standards with the Hub.

_____ I have experience working with the CCSS and/or other relevant academic standards but have not previously worked in partnership with The Hub to align my program curriculum.

_____ I have no experience working with the CCSS and/or academic standards

22. To help align ELOs with critical 21st century skills and career and college readiness, PASA will begin working with Hub partners and industry leaders to begin to determine program and industry-level standards for ELO programs. This effort could also help define content-area badges for youth to earn which might lead to internship opportunities within the related industries. At this time, five industry leaders have agreed to work with PASA and ELO partners to pilot this effort.

a) **Please check off the industry / career area below which is the closest match to your program content area.** Even if it isn't a perfect match, we ask that all applicants select one areas area listed that at this time, realizing that we will work to add other industry areas in the future.

_____ **Civics** (including law, advocacy, community development, etc.)

_____ **Design** (including graphic design, architecture, visual arts, etc.)

_____ **Health and Health Care**

_____ **Information Technology** (creating IT-specific content or applications, etc.)

_____ **Manufacturing** (creating products through manufacturing and engineering processes, etc.)

b) **If applicable, please list industry / career areas that would be a better fit for your program in the future.**

D: ADDITIONAL INFORMATION

1. **Have you read the Community Provider Expectations document?** It is required that all applicants have read this document which was made available at the technical assistance session via PASA’s website. [NOTE: Go to www.mypasa.org and find the Hub application link under the “Latest News” section or at <http://mypasa.org/support-pasa/run-program>]

_____ Yes

_____ No

2. **Would you be willing to waive the \$500 stipend per program if you were accepted to lead your program?** Realizing that many program providers need this funding to be part of the ELO process, if you are in the position to waive the stipend, it would allow us to fund additional programs that are dependent upon this funding to perform the administrative tasks to make their program eligible as an ELO.

_____ Yes

_____ No

Please submit applications by July 15, 2013 at 12:00 noon to:

Hub ELO Applications
Providence After School Alliance
140 Broadway
Providence, RI 02903
hubprograms@mypasa.org

*Feel free to use this e-mail address for asking simple questions about the application, as well. However, **applicants are encouraged to attend one of the technical assistance sessions being offered**; see p. 2 for details.*



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