Writing Lab Grant Pre Proposal
English Department
Caddo Mills High School
2003-2006

The Department of English at Caddo Mills High School wishes to improve student writing quality by establishing computer equipped writing labs with appropriate hardware and software to assist students in enhancing their writing skills because this year many students scored below the panel-recommended passing level on writing portions of the Texas Assessment of Knowledge and Skills (TAKS). In order to encourage quality writing, an electronic newspaper, or e-zine, will be published in the writing lab by the students. Funding for this project will be sought from the Newspaper Association of America Foundation.

Justification

The writing process is time consuming, and students are somewhat resistant to writing multiple drafts or making major revisions that are necessary for quality writing. Studies have shown that students using computers are more willing to make changes in their writing by varying sentence structure and changing word choices and sequences (Beck, 2003). The computer encourages students to revise all stages of their writing continuously, and results in significantly better writing (Seawel, 1994).

At present, there are not sufficient computers available on campus to allow students access during the entire writing process. A mobile, wireless computer lab, dedicated solely to writing, will provide students with more opportunity for revision, peer editing, and teacher feedback.

In addition to the help computers will bring, students need a reason to write. A school newspaper to be read by peers, faculty, and community members will bring motivation to student assignments that will insure a high quality product.

Target Population and Scope

Caddo Mills is a small rural town located forty miles east of Dallas in Hunt County, Texas. The high school campus population consists of 350 students in grades nine through twelve, fifteen percent of whom are on free and reduced lunch, but only twenty percent of whom continue their education after high school. Less than fifty percent of the students have a computer and internet access at home. This project will include all students at the high school.

Goals and Objectives

The primary goal of this proposal is to enhance and improve the writing skills of the students of Caddo Mills High School. This will be accomplished by the addition of two mobile, wireless computer labs that will be shared by the classes of the English Department.

Teachers will receive training in the use and basic care of the wireless lab. Sessions will be scheduled for supplemental workshops in the teaching of writing through use of the 6 + 1 Trait Writing Assessment method, as well as integration of technology

into the curriculum. Teachers will receive tutorials in the software to be used, as needed. Supplemental resources will be provided by the training groups.

An electronic newspaper will be established and published on a regular basis. This project will be overseen by the Journalism class. Students will be encouraged to submit items for publication throughout the year.

Implementation

August 2003-May 2004: Throughout the school year, English teachers will be given opportunities to attend workshops addressing Integration of Technology into the Curriculum, as well as training sessions covering Microsoft Publisher and other applications as deemed necessary to facilitate efficient use of the writing lab.

October 9- 10, 2003: The Northwest Regional Educational Laboratory will provide English teachers with workshops in the 6+1 Trait Assessment method of teaching writing. This method addresses the writing standards in the Texas Essential Knowledge and Skills.

January 2004: The first mobile wireless lab cart with capacity for sixteen laptops, plus sixteen laptop computers will be ordered.

February 2004: Upon arrival, the wireless lab will be installed, and the Technology Director will provide the necessary teacher-training.
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February- May 2004: Once the lab is operational, English classes will begin using the lab. A system of rotation will be established that best fit the needs of the English classes.
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May 2004: For the first evaluation of the writing lab, students and teachers will be asked to complete a survey. The results of the survey will be considered in making plans for the coming school year.

August- December 2004: The Journalism class will assume the roles of Manager, Webmaster, and Editors of the newspaper. They will design the layout, determine the format, and begin soliciting articles for the newspaper (e-zine).

Aug.2004-May2005: Teachers will take English students to the writing lab on a regular basis, encouraging ample revision while allowing students access to computers throughout the writing process.

January 2005: The second wireless lab cart with sixteen laptops will be ordered.

February 2005:	The first edition of the electronic newspaper will be published.
February 2005:	Upon arrival of the second lab, the Technology Director will connect it to the network, and complete necessary installations. This lab will be used by the English and Journalism classes.
March- May 2005:	An edition of the newspaper will be published each month.
May 2005:	Evaluation will be done by comparison of the 2004 English Language Arts Texas Assessment of Knowledge and Skills with the same test given in 2005.
May 2006:	As the new essay requirement will be added to the 2005 edition of the SAT, the first comparison of scores will be possible in 2006.

Grant Budget 2003-2004

Item	Description	Amount
NREL Conference	Registration fees @ $385.00 for 4 teachers	$1,540.00
Gateway Mobile Wireless Lab	Integrated wireless lab, cart contains 16 laptop computers and server	$20,223.00
Total amount for 2003-2004		$21,763.00

Local Budget 2003-2004

Item	Description	Unit Cost	Extended Cost
Substitute teacher pay during NREL conference	4 substitutes for 2 days each	$50.00	$400.00
Substitute teacher pay during Region 10 workshops	4 substitutes for 3 days each	$50.00	$600.00
Transportation	School van - 5 trips for a total of 360 miles	$0.60 per mile	$216.00
Total amount			$1,216.00

Grant Budget 2004-2005

Item	Description	Amount
NREL Conference	Registration fees @ $385.00 for 1 teacher	$385.00
Gateway Mobile Wireless Lab	Integrated wireless lab, cart contains 16 laptop computers and server	$20,223.00
Total amount for 2004-2005		$20,608.00

Local Budget 2004-2005

Item	Description	Unit Cost	Extended Cost
Substitute teacher pay during NREL conference	1 substitute for 2 days each	$50.00	$100.00
Substitute teacher pay during Region 10 workshops	1 substitute for 3 days each	$50.00	$150.00
Transportation	School van - 3 trips for a total of 228 miles	$0.60 per mile	$136.80
Total amount			$386.80

Local Budget 2005- 2006

Item	Description	Unit Cost	Extended Cost
Batteries	16 lithium ion batteries	$99.00	$1,584.00
Total amount			$1,584.00

Budget Summary

Total amount requested from grant sources	$42,371.00
Total amount requested from local sources	$3,186.80
Total projected cost for first 3 years	$45,557.80

Equipment List
2003- 2004

Quantity	Item Description	Unit Price	Extended Price
16	Gateway 400E notebooks	$1,099.00	$17,584.00
1	16-bay mobile cart	$1,799.00	$1,799.00
1	Cisco 100 802.11B Access Point	$441.00	$441.00
1	Gateway 920 Server	$399.00	$399.00
	Ethernet cable and software will be supplied by the local campus (in stock)		
	Total cost		$20,223.00

Equipment List
2004- 2005

Quantity	Item Description	Unit Price	Extended Price
16	Gateway 400E notebooks	$1,099.00	$17,584.00
1	16-bay mobile cart	$1,799.00	$1,799.00
1	Cisco 100 802.11B Access Point	$441.00	$441.00
1	Gateway 920 Server	$399.00	$399.00
	Ethernet cable and software will be supplied by the local campus (in stock)		
	Total cost		$20,223.00

Equipment List 2005- 2006

Quantity	Description	Unit Cost	Extended Cost
16	Lithium ion batteries	$99.00	$1,584.00
Total cost			$1,584.00

Local Administration

The project will be directed by the head of the English Department. The Director's duties will be to meet with the other English teachers and the Technology Director to determine scheduling of lab use; to delegate responsibility for care and daily maintenance of the lab; to notify the Technology Director of any problems, equipment repairs, and replacements needed; and to budget any needs through the business office. The Director will make sure that teachers are aware of and prepared to attend the training required for the project's success. In addition, the Director will be responsible for keeping a line of communication with the funding agency open, and providing the agency with any necessary documentation. Finally, the Director, along with the English teachers, will continuously evaluate the use of the wireless labs, and meet to discuss problems, should they occur, at regular department meetings.

Personnel Support

This project requires only the support of the regular staff, the English teachers, the Technology Director, and the administration.

Sources of Continuing Support

The Caddo Mills Alumni Association and the Caddo Mills Booster Club have agreed to share the cost of providing continuing support for the Writing Lab project. Projected expenses are primarily for replacement batteries.

The English Department will budget for repair and replacement of the laptop computers and components of the wireless lab. In-service for new teachers will be provided by the veteran teachers and the Technology Director.

Performance Measures

Evaluation will occur on an annual basis. Scores that reflect writing ability, specifically the open-ended questions on the 9th grade Reading, and essay questions on the 10th and 11th grade Language Arts sections of the TAKS test will be used to determine success of the writing lab, beginning one year after implementation. The new essay portion of the SAT will be used, beginning in 2006, when the first comparisons can be made (essay will be added to the 2005 SAT).

Informal evaluation will be conducted annually by survey of teachers and students, and presented to the Technology Plan Committee.

Works Cited

Beck, Natalie (2003). The effects of incorporating a word processor into a year three writing program. *Information Technology in Childhood Education, BED103110, p. 139-161.* Retrieved June 6, 2003 from *Wilson Select Plus* at http://proxy.tamu-commerce.edu.

Seawel, L., Smaldino, S.E., Steele, J.L., & Lewis, J.Y. (1994). A descriptive study comparing computer-based word processing and handwriting on attitudes and performance of third and fourth grade students involved in a program based on a process approach to writing. *Journal of Computing in Childhood Education*, v.5 no.1, p. 43 -59. Retrieved June 10, 2003 from First Search at http://proxy.tamu-commerce.edu.

Appendix

Manufacturer's Specifications

Gateway 400E Laptop computer

Technical specifications

Processor
Mobile Intel® Celeron® Processor 2.2GHz with 256K cache

Memory
128MB DDR SDRAM

Storage[2]
20GB 4200rpm Ultra ATA hard drive

Media Drives
Integrated 1.44MB 3.5" floppy diskette drive
Integrated 10x min./24x max. CD-ROM

Graphics & Monitor
14.1" XGA TFT Active Matrix
Integrated Intel® graphics with dynamic video memory technology

Audio & Speakers
Integrated sound and stereo speakers, headphone/speaker jack, and mic jacks
Speakers not selected

Power
High-capacity lithium ion battery with AC pack and 1 yr. limited battery warranty

Carrying Case
Casual Carrying Case

Modem
Integrated V.92 56K Modem[1]

Networking
Integrated 10/100 Ethernet adapter

Keyboard & Mouse
Full-Sized Keyboard and EZ Pad® Pointing Device

Internet Service Provider
One year America Online® Internet Access (additional phone charges may apply) more info

Extended Service Plan
Value Service Plan-3Yr Parts/Labor/No Onsite/Lifetime Technical Support[3]

Software Included

Operating System
Microsoft® Windows® XP Professional

Application Software
Microsoft® Works 7.0

AntiVirus Software
Norton AntiVirus 90 day Introductory Offer[4]

Additional Technical Specifications

BIOS
Phoenix® NoteBIOS 6.0
512K FLASH ROM
SMBIOS (DMI) 2.3 Support

Display
14.1" XGA TFT Active Matrix Color Display
1024 x 768 @ 24-Bit (16.7 million) colors

Spindle Design
3 spindle fixed design

Expansion
One Type II or One Type III PC Card Slot
CardBus TI-1520

Ports
VGA Port
ECP Parallel Port
2-Version 2.0 USB Ports
Power Input
Microphone in Jack
Headphone Jack
RJ-45 port
RJ-11 port

Power Supply
90-132 volt, 60watt Output External AC Adapter
Automatically adjusts for 180-264V Input Voltage
50-60Hz power source
includes power LED
ACPI V1.0 Support

Dimensions
13.15”(W) x 10.63”(D) x 1.39”(H)

Weight
6.17 lbs2

System Management
SMBIOS 2.3
Wired for Management 2.0 (WfM 2.0)
ACPI 1.0B power management
Support for Wake on LAN
Intel® LANDesk Client Manager 6.3

System compatibility
PC2001 specification
ACPI V1.0b or later
APM 1.2
WHQL certified

Gateway® PCs use genuine Microsoft® Windows® Operating Systems
http://microsoft.com/piracy/howtotell

1 - Maximum data transfer rate dependent on multiple variables.

2 - Hard drive accessible capacity varies; GB = 1 billion bytes.

3 - Limited warranties and service agreements apply; visit gateway.com or call 800-846-2000 for a free copy.

4 - Norton AntiVirus will automatically retrieve new virus definitions from Symantec as often as you prefer. Ninety days of the LiveUpdate feature is included with your purchase of a Gateway PC. You can renew after the first 90 days for an annual fee paid directly to Symantec. An Internet connection is required.

Gateway Mobile Wireless Lab

16-Bay Cart Specifications

Cabinet Dimensions	36"W x 18"D x 41 1/2"H, weight = 200 lbs
Unit	16 gauge steel
Doors	12 gauge steel
Wheels	5" silent soft-ride rubber heavy-duty wheels (4 swiveling, 2 locking)
Shelf Dimensions	3 ¾"H x 13 ¾"W x 16 ½"D
Locks	dual, drill-resistant, pick proof, two-point locking system
Electrical	individual, 15 amp, 120 volt, 60 Hz, 14 and 19-outlet surge-protected power strips (note: the 16-bay cart has a single 19-outlet strip), internally grounded and polarized with remote lighted on/off switch

Special Features of the Gateway Mobile Wireless Lab:
1. Wider, thicker, padded handles to aid mobility
2. Rubber bumpers on cart "legs" - protect walls and doorways
3. Heavy-duty, double-lock locking for security
4. Ethernet cable bracket for easy ethernet cable storage
5. Integrated surge protection
6. 25' ethernet cable
7. Special door handle for easy opening
8. Quick Set-up Guide to help you integrate the lab components