

**ACTION PLAN**  
**NEW ENGLAND TRANSITION TO COLLEGE AND CAREERS PROJECT**

**LEAD AGENCY NAME:**

**PARTNERING ORGANIZATIONS:**

<b>Activity and/or Resulting Documents</b>	<b>Deadline for completing activity and submitting documents</b>			
	<b>Due with proposal</b>	<b>Due October 15<sup>th</sup></b>	<b>Due November 15<sup>th</sup></b>	<b>Due December 15<sup>th</sup></b>
<b>Partnership Development</b>				
Letters of commitment from 3 departments from partnering college (s)	X			
Letters of support from other partnering agencies	X			
MOA/MOU detailing the specific roles and responsibilities of the lead agency and partnering college.			X	
A list of additional partners and roles and responsibilities. MOU's not required, but are recommended			X	
Plan for developing relationships/engaging employers during 2009				X
<b>Program Planning and Design</b>				
Preliminary planning timeline	X			
Partnership planning meeting minutes (including list of attendees)		X	X	X
Program design form detailing schedule of cycles, classes, orientation and workshops, program planning time, etc. (NELRC will provide program design form)		X		

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Develop a detailed map outlining steps towards training and advancement in the targeted health care pathway(s). For examples of “road maps” see Worksource Oregon <a href="http://www.worksourceoregon.org/index.php?option=com_docman&amp;task=cat_view&amp;gid=90&amp;Itemid=50">http://www.worksourceoregon.org/index.php?option=com_docman&amp;task=cat_view&amp;gid=90&amp;Itemid=50</a>	X			
<b>Recruitment and Assessment</b>				
Develop preliminary student recruitment plan	X			
Develop a student recruitment plan that utilizes partnership members’ outreach networks and engages a variety of community agencies and institutions.		X		
Develop Recruitment materials		X		
Modify existing intake material that details the expectations of the program and helps students reflect on through their own readiness for college. (NELRC will also be providing forms needed for data collection.)		X		
Select and/or develop academic and career exploration assessment instruments in collaboration with postsecondary and employer partners (including College Placement Tests) based on an understanding of the aptitudes, interests, and skills required for entry into health-care related academic programs and the field.		X		

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Develop a plan for administering intake assessments, including roles of partners in the process of administering assessments.		X		
Develop a plan for administering final assessments, including roles of partners in the process of administering assessments (e.g. College Placement Tests).				X
<b>Educational and Career Counseling/Support Services</b>				
Develop preliminary design and approach of the educational counseling and career exploration component	X			
Develop outline of program orientation content and activities				X
Develop resources for counseling: e.g., instruments to identify learning styles, resources and referrals for additional support in community.				X
Outline of the content and schedule of counseling workshops.				X
<b>Curriculum and Instruction</b>				
Develop draft of core curriculum			X	
Finalize core curriculum				X
Design and/or select tools for ongoing academic assessment, e.g.: <input type="checkbox"/> Teacher made assessment: _____ or <input type="checkbox"/> Standardized assessment: _____ <input type="checkbox"/> Portfolios with samples of student work <input type="checkbox"/> Bi-monthly student-teacher conferences				X

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<b>Supplemental Instruction</b>				
Preliminary ideas for supporting students through online course component	X			
Finalize plan for supporting students through online course.		X (if the plan includes recruiting tutors)	X (if your plan doesn't require recruiting tutors)	
<b>Project Budget</b>				
Partnership planning budget and narrative (up to \$10,000)	X			
Preliminary project budget for 2009 (up to \$80,000)	X			
Final 2009 project budget			X	