

Action Plans

Action Plan for: Internship Committee – School Objective #2

Activity Steps	Person/Group Responsible	Timelines for Completion	Resources Needed	Evaluation/ Indicators of Success	Date Completed
To design & build a spreadsheet to record students enrolled in all internships	Members of the internship committee – each member will focus on a specific career field/ coordinator	Annually starting with 2003-'04 as baseline	Time for the committee members to contact and work with individual internship coordinators	Completed spreadsheets for each school year	Annually in the Spring of each school year.
Track internship opportunities by career clusters as defined by the state of Maryland	Members of the internship committee – each member will focus on a specific career field/ coordinator	Annually starting with 2003-'04 as baseline	Time for the committee members to contact and work with individual internship coordinators	Summary of opportunities – expressed as percent of total number of internships	Annually in the Spring of each school year.
Increase communication to students, parents, & community regarding internship opportunity	Members of the internship committee – each member will focus on a specific career field/ coordinator	Spring 2005	Assistance of Kathy Wolfrey to add materials to Wootton web site. Our student member will assist in evaluating the content.	Improved visibility of Internships & Functional links to each coordinator	January 2006

Describe how the action plan was developed.

The committee identified a need for tracking the number of students that participate in internships each year. In addition, we saw a need to increase communication regarding the variety of opportunities in the community available for internships.

Describe how the action plan supports the mission and objectives.

With access to comprehensive information on internships, we hope to increase the number of students enrolled in this community experience. In addition, a greater awareness of the qualifications for internship participation should assist students in selecting career building courses throughout high school. With the tracking of student career interests, we can identify trends and recognize needs for locating additional opportunities that will better prepare our students for post high school education.

Describe how the necessary resources will be committed to ensure the success of the action plan.

Each member of the committee is gathering data from intern coordinators who are not members of our committee. Individual spreadsheets will be merged each year to analyze career clusters.

We will utilize the assistance of Kathy Wolfrey to enter internship information on the Wootton High School web site.