

ACTION PLAN GUIDELINES FOR SOPHOMORE AND JUNIOR YEARS

At the end of the freshman year, students will develop an Action Plan that will map out their participation with an issue/organization over the next two years. Students can either work on these projects individually or as a group. This is both a course of action and a writing project that details that plan for service.

Important notes:

- *Action Plans cover the sophomore and junior years, and are equivalent to 20 hours each year broken down to 5 hours per quarter. Your Homeroom advisors will make sure you are following through with this timeframe.*
- *In order for the project to be most effective, it is critical that students have the support and guidance from an agency or organization they intend to help. Therefore, students must have a supervisor from an agency or organization throughout the project.*
- *The issue is of the students choosing and does not have to be the issue that was addressed during their freshman service-learning seminar.*

The plan and the written document must answer the following questions:

- 1) What is the social issue? (You must demonstrate knowledge of the problems at hand in the area of study.)
- 2) What is currently being done by people in the field to alleviate or extinguish the problem? In what ways will your work enhance existing efforts?
- 3) What is not being done? Where are the gaps?
- 4) What can/will you do?
- 5) Why do you want to do this project? Are you filling one of the existing gaps in services and/or resources? How will your work be beneficial to a particular organization? Explain why you think this work will be beneficial to the cause you have chosen.
- 6) Where will you do your work? (Be sure to include transportation logistics.)
- 7) When will you do the work? After school? Weekends? Be sure you start to include your start date.
- 8) How will you do the work? What skills, knowledge, and resources are necessary?
- 9) What resources will you need? What additional information or support is required?
- 10) Will you do this work alone or will you be part of a group of peers?

11) Who will receive the service you are providing?

12) What steps do you need to take in order to implement your plan? What do you hope to be the outcome of your work?

Your Action Plan is a contract that you must fulfill. Turning in this contract means that all the details of the plan have been confirmed with your supervisor and a parent or guardian. Your contract will also have a confirmed start date for your work. You will be asked to turn in this contract at the end of the freshman year.

FAQs

When do I start my action plan?

Students will start their plan during the fall semester of their sophomore year, after they have completed their freshman service seminar course and turned in a contract.

What about work done during the summer?

Students may receive up to 10 hours of credit toward the requirement for work done during the summer. Technically, this would mean that a sophomore who did summer work would only need to contribute 10 hours to his/her action plan. However, the spirit of the program is focused on students making a real commitment to their area of study during the school year.

What if I want to change my issue or organization?

In the event that a student is not satisfied with his/her social issue selection and would like to change, they can do so. In order for this to happen they must come up with an alternative Action Plan for a social issue, and have it approved by the Dean of Students, the Community Service Board, and their Homeroom Advisor. Changes of this sort can occur anytime after sophomore year. We encourage students to at least give the original Action Plans some time before changing all together.

SERVICE LEARNING SEMINAR: ACTION PLAN CONTRACT

Please fill this form out and hand it in to your seminar teacher along with the responses to the 12 Action Plan questions by Thursday June 2.

To be filled out by the student:

Student _____ (Please print)

Project Title: _____ Start date: _____

Brief Description:

I have completed my Action Plan and will commence working on my project during the fall of my sophomore year. My project will conclude the end of my junior year. I realize that I must do at least five hours per quarter to fulfill this graduation requirement. I have also discussed this project with my parent(s) and homeroom advisor(s) and they are aware of my timeframe, responsibilities, and expectations.

Student Signature _____ Date _____

To be filled out by the parent:

I am aware of my son/daughter's Action Plan and also realize that he/she must do at least five hours per quarter to fulfill this graduation requirement.

Parent Signature _____ Date _____

To be filled out by the student's supervisor:

I have met with _____ (student's name) and have worked together with them to develop his/her Action Plan. I approve this project and realize that they must do at least five hours per quarter to fulfill this graduation requirement.

Supervisor's Name (please print) _____

Signature _____ Date _____

Supervisor's Contact Info: Phone _____

Email: _____

(Please attach business card if possible)

Over...

To be filled out by the student's homeroom advisor:

I have reviewed _____ 's Action Plan. I approve this project and realize that they must do at least five hours per quarter to fulfill this graduation requirement.

Advisor's Signature _____

Date _____

To be filled out by Service Seminar teacher:

Approved (Y / N)

Seminar Teacher's Signature _____

Date _____

Note: Upon approval please give the contracts and Action Plans to student's advisors.