High School High Tech Annual Program Planning Guide

A successful High School High Tech (HSHT) program begins with advanced planning. Annual planning increases student and family participation by providing a calendar of events and activities; ensures that all Guideposts are incorporated into programming; and can address specific development needs of students within the program.

The programming year for HSHT typically begins in August or September; so planning can occur during the summer months.

The Annual Planning Process
Step 1: Do Your Homework
- **Gather school district, community, HSHT organization, and personal dates for events that will affect the program.** Include school and seasonal holidays, community activities that the site may want to be a part of during the program year, and school testing schedules.
- **Review the resources needed to plan the program.** This includes curricula (*HSHT Lesson Plans, Skills to Pay the Bills, Connecting HSHT and STEM*), *HSHT Job Shadowing and Internship Toolkit*, past editions of the HSHT newsletter (HUGS), the *HSHT Model Program Outline,* and HSHT Speech and Essay Contest packets.
- **Review the development needs of students.** Differentiate between lower classmen and new students to HSHT from those who have been in the program with more advanced knowledge and experiences. Make special note of students who will be graduating from the program at the end of the year to ensure a transition plan is in place for those students.
- **List some goals for the program.** Review successful areas from the past year, and consider some challenges to address during the coming year. This list could become lengthy, so prioritize goals, selecting only a few challenges to tackle for the year.
- **Meet with planning committee to review the calendar and program goals.** Consider including other staff who are involved with the program, an active family member, Business Advisory Council members, and student leaders.

Step 2: Get Student Input
- **Review the preliminary plan with students.** Consider having a student leader assist with this process. Seek ideas from students on what proposed program activities they like or dislike and what additional programming might be of interest to the students. Discuss whether programming will meet their individual development needs for the year (i.e. job shadowing, career interest inventories, post-secondary/transition planning for older youth, leadership opportunities).
- **Review program dates, times, and locations with students.** Obtain input from students about convenience of program timing and locations.

Step 3: Finalize Program Plan
- Prepare a clean draft of the annual plan.
- Analyze whether the program has the resources to carry out the program (Note: resources may go beyond funding and can include connections with employers, post-secondary institutions, and other community leaders). If not, can the resources be developed, and are students, families, and BAC members willing to help in this process?

Step 4: Distribute the Information
- Share the information with everyone! Consider presenting the program plan at a parents' night event and at the first BAC meeting of the year. Involve students in making these presentations. Make sure organization leadership and the BAC have a copy of the plan and are encouraged to participate.

Step 5: Reevaluate and Revise
- Schedule time throughout the year to reevaluate the success of the plan and make necessary revisions. Include students, families, and other program stakeholders in this process as much as possible.