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CIP: A New Meaning in Education.

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ABSTRACT

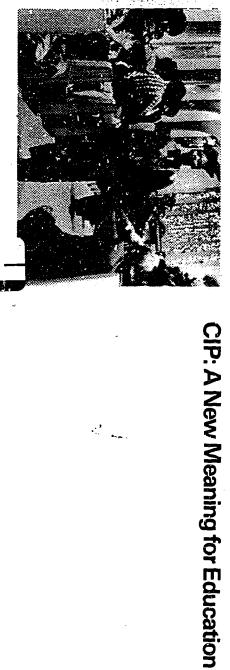
This guide deals with the implementation of the Career Intern Program (CIP), a major component of the Urban Career Education Center (UCEC) of Philadelphia, an alternative approach to the traditional educational system which emphasizes career development. The guide offers initial suggested procedures for local administrators to follow in developing UCEC in their neighborhood. It equips the administrator with information on workscope, proposed time sequences, and expected outcomes. It can be used in concert with the available technical assistance and support services provided through the existing UCEC program. The first section of the guide focuses on how UCEC is implemented. A second section offers suggested timelines for the implementation of a CIP Program. A third section provides a number of implementation task statements and outcomes. (Author).

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Program Career Intern mplementation lanning Guide

ED131138



100 West Coulter Street
Philadelphia, Pennsylvania 19144 Urban Career Education Center

OICs/A-UCECP is an alternative approach to the traditional education system and is located in Philadelphia, Pa. The Implementation Planning Guides are part of a series of materials developed by OICs/A-UCECP. Additional materials include:

UCEC Folder and Description Packets for CIP, CCP, COP
Training Manuals for CIP, CCP, COP
Curricular Outlines for CIP and COP

General Information Booklet

Table of Contents



4

Introduction

The Urban Career Education Center (UCEC) is an alternative approach to the traditional educational system. Its emphasis is on career development. An outgrowth of the commitment of the Opportunities Industrialization Centers of America (OICs/A) to serve the poor, UCEC is a joint educational effort between school, community and industry and is composed of three distinct but interrelated components:

The Career Intern Program (CIP) — Designed for high school students disillusioned by their previous high school experience, this program allows them to explore and develop career plans while earning the high school diploma.

The Career Orientation Program (COP) -- This component provides a mechanism for integrating career-oriented subject matter into existing academic curricula by facilitating cooperative ties among the school, home and community and providing technical assistance to school personnel.

The Community Career Program (CCP) — By involving parents of the CIP interns in supportive activities, this program increases knowledge of various careers for parents as well as for their children. It is designed also to extend career, educational and economic opportunities to parents and other adults by locating resources to assist in developing basic skills and job skills.

The self-help philosophy so successful in the OIC for aiding the discouraged adult to break out of the cycle of poverty now has been transcribed into UCEC terms to reach the children. By combining a rigorous program of academic preparation with a systematic examination of and involvement in practical work experiences, the UCEC addresses the personal, social and intellectual needs of both students and their families.

Why is there an Urban Career Education Center?

The thrust of UCEC is to counteract the effects of a public school system that does not consistently meet the values and interests of many students, particularly those from minority cultures. School personnel unaware of the extent to which poverty and cultural bias can affect a student's sense of self seem to have difficulty teaching culturally different students.

Schools should provide teachers who are credible to students, teachers with whom students can identify and relate. When youngsters try to measure their own personal worth, they see it frequently through their teachers' attitudes. If teachers have problems relating to students who are economically and culturally different from themselves, they tend to lower their expectations for student achievement. Much evidence has been collected to indicate the existence of these prejudices. When low achievement is antici-

pated, it often is the outcome.

5

In every decade masses of students representing minority populations are denied a satisfactory education because mainstream teachers and program content for the most part have been unable to understand and relate to the student's background. Not using student backgrounds as bases for learning has caused many students to lose interest and motivation to learn. Without confidence in their own potential they become the high school dropouts of their generation.

to the improvement of student achievement, motivation and success. It revolves around the idea that school personnel need to be sensitive to the world in which students live and must bring into the academic setting experiences that will be attractive to students. Program content must reflect student culture, learning styles and experiences. Cultural chasms must be bridged between students' families, communities and the schools. Pressing for the inclusion of nearby industrial resources in the academic environment can provide career knowledge that leads to prudent educational vocational counseling.

The upshot of UCEC, then, is to strike forcefully and positively at the educational experience on behalf of those students whose needs are unmet by traditional school programs.

Implementing a CIP



How is UCEC Implemented?

Some assumptions concerning program feasibility can be made from existing OIC Locals. Affiliates have created linkages between schools and industry, developed working relationships with members of the adult community and identified other possible support structures necessary for a UCEC program.

Installing a viable UCEC calls for the recognition and acceptance of all of the above-mentioned premises through its basic components — CIP, COP and CCP. A fully implemented UCEC reflects a shared commitment among school, home, community and industry; a broader understanding of student needs; an upgrading of career skills and aspirations of low-income parents and other adults; and a flushing out of invaluable resources ready and available to people throughout the community.

tance and support services provided through the existused in concert with the available technical assisstrators to follow in developing a UCEC in their offers initial suggested procedures for local adminieffectiveness. This Implementation Planning Guide ing UCEC program. strator with information on workscope, proposed neighborhood. The Guide will equip the admininew areas of inquiry for adaptive techniques and time sequences and expected outcomes. It can be favorable reproduction of the program will open up of the UCEC prototype in a variety of settings. Each quality of services provided by successful replications stallation of the UCEC prototype still are being refined, the real test of validity will be reflected by the Although the techniques for dissemination and in

The underlying theme of replication is the need to provide quality education and career opportunities for today's youth. It requires the involvement of dedicated, capable people in schools, communities and industry who can develop processes to make education more attractive and jobs more accessible to all members of the community. They need to engage in a continued process of thoughtful deliberation in recording priorities and uncovering needed community resources. Replication of the UCEC experience

makes imperative a shift in attitude concerning the potential academic achievement and career development of many of the nation's disenchanted young people.

After studying the descriptive brochures on the UCEC components (CIP, COP, CCP) and other information contained in the UCEC folder, those persons interested in adopting or adapting the UCEC prototype in their own communities should consider a site visit to the model program in Philadelphia. Such first-hand observation allows the visitor to conduct interviews with administrators, staff and students from the UCEC operation which can clarify the possibilities of translating the program to their own unique situations.

Once program aims and goals are chosen, the next step in implementation is a feasibility study. Such an investigation should examine the local site in terms of educational needs, interest by the school system, cooperation from local industry, available funding, supportive social services agencies and facilities for housing such a project.

This guide will deal with implementation for a Career Intern Program (CIP).



Suggested Timelines for the Implementation of a CIP

4.1 Management staff selections 4.11 Availability of positions 4.12 OICs/A Local Executive Director's selection 4.13 OICs/A Local Executive Director's selection 4.14 OICs/A Local Executive Director's selection 4.15 OICs/A-LOCECP review and approval 4.2 Begin management staff training at prototype 4.21 Training process 4.21 Training process 4.23 Remaining staff selection 4.31 Local's program coordinator selects staff 4.32 Selection is subject to the approval of the Local Executive Director	2. PREPARE IMPLEMENTATION PROPOSAL 2.1 Component selection 2.2 Local OIC's Executive Director's role 2.2 Local OIC's Executive Director's role 2.21 Local OIC's Executive Director's role 2.22 Financial resource linkages 2.23 Evaluation linkages 2.23 Evaluation linkages 2.31 Prepare proposal for submission 2.31 Review OICs/A-UCECP materials 2.32 School board approval 2.33 Siries Selection PROCESS 3.1 Locals submit proposals to OICs/A-Regional Office 3.2 Regions review proposals and recommend sites 3.3 Review and preliminary selections by OICs/A-UCECP 3.4 Selection of sites by OICs/A-Administration and OICs/A-UCECP 3.5 Notification of site selection	1. CONSIDER ADOPTION/ADAPTION 1.) Lishon with OICs/A-UCECP 1.2 Comprehension of program goals 1.3 Visit UCEC prototype 1.4 Study possible adoption/adaption 1.41 Assessment of Local OIC's needs 1.412 Identification of surdent needs 1.412 Identification of surdent needs 1.412 Identification of community needs 1.412 Identification of community needs 1.413 Identification of community needs 1.414 Identification of community needs 1.415 Identification of community needs 1.416 Identification of community needs 1.417 School board intent 1.421 School board intent 1.422 Academic credit 1.423 Academic credit 1.424 Possible avenues for financial resources 1.425 Repressary local support 1.426 A viable Local OIC 1.427 Evaluation considerations 1.5 Regional OIICs/A-UCECP 1.6 Appeal to OICs/A-UCECP	· .
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Phase III — Because individualized programs will reflect the unique learning patterns of each intern, completion time will very from intern to intern calling for floxibility in starting and enting dates of this phase. 5.1 Orienvation
5.2 Phase 1 (22 weeks)
5.2 Teaching strategies
5.2 Career counseling seminars
5.23 Career Development Plan
5.24 Intern's assessment
5.3 Phase II (approximately 22 weeks)
5.31 Hands on experience
5.32 Individualized learning cackets
6.34 Program completion options
6.34 Phase III
6.41 Options
6.41 Conthe-job training
6.412 On-the-job training
6.413 Advance skill training
6.414 Employment
6.45 Follow-up 4.4 All staff training at prototype
4.5 Continued technical assistance
4.6 Locaf site development
4.61 Timelines
4.62 Individual staff assignments
4.62 Documentation of progress
4.63 Documentation of progress
4.64 Necessary repairs
4.65 Insurance
4.66 Equipment and supplies
4.71 Yumben, grade level and characteristics
4.81 Intake period
4.81 Intake period
4.81 Intake period
4.81 Intake period
4.83 Lottery 6. PLAN NEXT YEAR'S PROGRAM 7. OICs/A-UCECP's MONITORING FUNCTION 5. BEGIN OPERATIONAL PROGRAM FOR CIP 4/19/78 continues throughout 11/82/2 BIEN 10th 5/31/76 6/11/76 20th 5 20th Ħ <u>5</u> 20<u>1</u> 9/7/76 continues Throughout Ξ - 6/11/16 9/3/16 - 6/14/16 9/3/18 -9/6/76 9/7/76 9/6/78 to conclusion 100 2/9/77 - 7/13/77 | 410, 2/15/77 ž Š 20th

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Implementation Task Statements and Outcomes

Task Description:

1. Consider Adoption or Adaption of the UCEC. This step sets the stage for the entire implementation

sidering local implementation. determines whether or not to proceed further in conmunity needs and commitment. This examination UCEC concept in terms of local educational and com-The OIC Local Executive Director examines the

Result:

Task Description:

A-UCECP.

UCEC and notifies OICs/A-UCECP of its interest. The Local OIC decides to continue planning for a

considering adoption or adaption. Additional infor mation can be procured by writing: gram which is designed to orient groups who are brochure containing a general overview of the proaudiences will then receive the UCEC information National and/or Regional OICs/A Offices. Interested This task involves developing a relationship with the

OICs/A-UCECP Philadelphia, Pa. 19144 Program Manager Mr. C. Benjamin Lattimore 100 W. Coulter Street

or calling: (215) 438-9800

about the operation of the program. UCEC (CIP, CCP, COP) provide further details Description packets discussing each component of

1.2 Local personnel comprehend goals, objectives considering adoption or adaption. The OIC Local has expressed a desire to proceed in

and milestones of the UCEC model.

Task Description:

Result:

anticipated benefits to students and their families vices, community and industrial interests and tion given to staffing needs, funding, support serconditions necessary for establishing a program. mental to organizing a UCEC with special considera алаlyze these materials and discuss all issues funda-Staff from the Local OIC and school district should the description packets will be helpful in defining Material from the UCEC information brochure and

1.1 The Local OIC establishes a liaison with OICs/

11

Result:

the UCEC model. The Local OIC develops a better understanding of

1.3 The Local's personnel plan a site visit to the of the program. UCEC prototype for a firsthand observation

industrial and business interests. present as well as those from the community, the visit so that representatives from the schools are Local OIC should involve all relevant persons in the administrators participating in the program. The nity to conduct interviews with students, staff and operation, this visit gives Local OICs the opportu-For those who are interested in seeing the model in

A firsthand observation will clarify further the in a different setting. feasibility and possible effectiveness of the program

1.4 Local personnel conduct a study for possible adoption or adaption.

Task Description:

Result:

bility forms will also aid potential adopters in anapected from the school district itself. The site feasi cies and the extent of support which can be extheir community, school and students. further insight into the impact of the program on lyzing their unique needs and provide them with out. The Regional-Local network of OICs/A is used able to implement the program should be carried student needs and an assessment of business, indus funding and industrial linkages, social service agenprofile of their own community's educational needs to disseminate site feasibility forms to interested resources available in each community, i.e. possible Infurmation collected for this study will assess the Local OICs and other parties to help them outline a trial, social services and community support avail-A thorough examination of local educational and

1.41 Assess Local OIC's needs.

which will be affected directly or indirectly by the Such information should be collected on all groups

1.411 Identify student needs

terms of students - their aspirations, motivation A careful examination should be conducted in

for raising their educational and employability the desire and interest in the adult community already in existence in the adult community and to meet these personnel needs, the kinds of skills personnel needs, possible job training programs ployment possibilities, industrial and business

1.42 Determine desirability of adoption or adaption.

gathered and transmitted to the Regional Office. Information on the following factors needs to be

concerning the appropriateness of local develop ment of the entire UCEC program. The compati This effort will provide essential information 1.421 Analyze school board intent.

bility of the goals of UCEC and the local school

district will be a determining factor as will be the

1.422 Locate an educational services site to house the program.

extent of local needs.

an infirmary. The site should be located away meeting rooms, recreational areas, rest rooms and offices, resource centers, science laboratories, The facility should have space for classrooms,

1.412 Determine parent needs

their employment and educational needs? What What are their own career aspirations? What are career education program for their children? one. Are parents interested in participating in a ence on their children, this step is an important Since parents exert extensive and serious influ

1.413 Assess school board needs

are their counseling needs in addressing family

ministration and staff are ready to give to such a support that the school policy makers, the ad-This examination should focus on the amount of

1.414 Diagnose community needs.

Encompassed here are an investigation of: em

environment for the students. The facility must from existing high schools so as to provide a new meet local building code standards.

.423 Investigate the granting of academic

need to be determined in this sequence. tive. How much credit and for which subjects offer students a meaningful educational alterna This matter is crucial if the program is going to

1.424 Explore possible avenues of financial

praised in terms of local needs. ing support for the UCEC program must be appracticality of developing such a program. Fund This search is a vital factor in determining the

1.426 Take stock of the utility of a viable OIC dustrial community, the school staff and parents rest of the school district, the business and inshould be determined vis a vis the levels of inte-If the Local OIC is to continue planning, support 1.425 Determine extent of local support.

and the community that have potential for success record in training people and placing ample, there will already be an established can be made when a Local OIC exists. For exfurther development. them in jobs. Linkages exist between industry Certain assumptions for adoption or adaption

plementation and operational phases. proposal development through the program im and should be performing evaluation tasks from ture. An independent agency should be located Evaluation of the program is an important fea 1.427 Consider evaluation requirements.

based on its feasibility study. make a decision regarding its needs and capabilities The OIC Local has the necessary information to

1.5 OIC Regional Office makes the go/no go

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bilities and needs of the Locals. ty to make a go/no go decision concerning the capa dation. It will be the Regional Offices' responsibilitheir OICs/A Regional Offices for review and vali-Local OICs will submit their feasibility studies to

1.6 Local personnel appeal to OICs/A-UCECP when 1.51 The Implementation Planning Guide is disseminated to all of the Local's personnel who will be involved in the proposal develop-

a no go decision is made

further consideration. Regions may appeal to the OICs/A-UCECP for Locals receiving an adverse decision from the

will notify respective audiences of their decision. examine information on the site in question and The administrators of OICs/A-UCECP will re-

2. Local Personnel Prepare the Implementation Proposal.

plete implementation is to take place. and expected results for students, industry and the community. The basic initial program ideas must be of the program, local support, projected expenditures transformed into a viable operational system if com-Consideration must be given to the entire workscope

2.1 Select components.

components only. it will be more suitable to implement one or two munities total installation may be less desirable and able support to opt für the implementation of all three components (CIP, CCP, COP). In other com-In some Locals there will be enough need and avail

2.2 The Local OIC Executive Director takes a leadership role to formulate and design a

business interests. ment from the school district, the community and his/her responsibility to assure input in this developance in the development of the proposal. It will be The Local OIC Executive Director provides guid-

2.21 Involvement of local groups.

such as this, linkages with social, educational, po-Because local support is so pivotal to a program litical and business interests are necessary.

2.22 Nurture financial resource linkages.

materials and supplies and providing o_{α} since developing a stable program require a gram necessities. budget for hiring and training staff, page These are vital in preparing for implementation و

2.23 Incorporate evaluation linkages into the proposal plan.

with implementation and be operational through Assessment should commence simultaneously

2.3 Prepare proposal for submission to OICs/A-UCECP.

parties, work can begin on the proposal. the appropriate representation from involved With the aid of the Local Executive Director and

- 2.31 This task force should review all OICs/A-UCECP materials and seek forther information as needed from the Re ice.
- 2.33 All proposals should address 2.32 School board approval must of the educational enterpris letter of intent delineating t in. ent 2 ed. A

Problem statement

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Related research

Objectives

Budget (operational evaluation)

Personnel (roster of management personnel and Letter of intent indicating school board approval and readiness)

Technical Assistance required from OICs/A. UCECP

- A population sample
- B design and methods
- student recruitment student characteristics
- Procedure:

- staff selection procedures
- academic credit
- integration into traditional schools
- 6) business, industrial, educational and com munity linkages

C — collection of data and measures

D — analysis of data

E - time schedule

F - end product

Result:

submitted. plementation proposal which is now ready to be These written plans are incorporated into the im

3. The Site Selection Process Begins.

This process includes the following tasks:

- 3.1 Locals submit proposals to OIC Regional Office.
- 3.2 The Regions review proposals and recommend five possible sites to OICs/A-UCECP.
- 3.3 OICs/A-UCECP review and make recommenda
- 3.4 OICs/A and OICs/A-UCECP administrations select one of these sites from each Region for implementation and one site as an alternate.
- 3.5 Notification of site selection is then made by OICs/A-UCECP to all groups who have submitted proposals.
- 4. Implement Start-up Activities

sites and orienting in-school program personnel. ing, selecting and training staff, developing program At this stage of installation priorities include recruit

4.1 Select management staff.

ence, expertise in the field, sensitivity and training personnel are recruited first. The program coordinator and other supervisory Members should be recruited on the basis of experi

- 4.11 Announce availability of positions to all Local staff members and the community at
- 4.12 Local OIC Executive Director reviews and selects candidates for these key positions

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Resumes are then forwarded to OICs/A-UCECP.
4.13 Selections are subject to OICs/A-UCECP's

4.2 Management staff training begins at the UCEC prototype.

Replication Teams from OICs/A-UCECP will conduct training sessions employing techniques and methodologies that should be utilized within an operating UCEC. The Replication Teams include specialists in administration, career development, counseling, instruction and evaluation. The Local OIC is responsible for providing training time for its program management staff.

4.21 Distribute training manuals to Local staff. Training manuals will be utilized by the Replication Teams throughout these training sessions.

4.22 Begin training process.

Training instruction will encompass UCEC's programmatic design, dynamics and outcomes. An important feature of this instruction will the ramifications of evaluation parameters threprogram.

4.3 Select remaining staff.

- 4.31 The appointed program coordinator will interview and select his/her remaining staff members.
- 4.32 Final staff selection will be subject to the approval of the Local OIC Executive Director.

Local OIC program coordinator completes component by making the final staff choices.

- 4.4 Further training of all staff at the UCEC prototype site.
- 4.5 Technical assistance will continue to be provided, as needed, at local site.

4.6 Begin local site development.

It is important to establish and maintain a communication system with OICs/A-UCECP and to set up an ongoing staff development program.

4.61 Work out timelines with OICs/A-UCECP's Replication Team.

4.62 Make individual staff assignments.

This task is performed by the program coordinator, with the positions of the counseling and career supervisor, associate professionals, instructional supervisor, career resource center specialist, job developers and school district coordinator.

4.63 Plan for documentation of progress with the Local OIC Executive Director and OICs/A-UCECP.

Monthly progress reports should be submitted by staff to the Local Executive Director.

- 4.64 Make necessary building repairs or renovation.
- 4.65 Purchase adequate public and student liability insurance.
- 4.66 Identify and purchase necessary equipment.
 7 Recruit interes
- 4.7 Recruit interns.
 Interns may be recruited from selected high schools,

through social service agency referrals, or by their own application. The school district coordinator examines prospective interns' school records.

4.71 Determine the number grade level and chools.

4.71 Determine the number, grade level and characteristics of interns.

The following are the criteria for selection of interns:

Minimum fifth grade reading level Irregular school attendance Lack of interest in traditional high school Family adjustment difficulties

No major disciplinary problems

Minimum of two earned high school credits

4.8 Set up intake period.

Schedule prospective interns and parents for intake interviews.

- 4.81 Interview all prospective interns and parents to collect data that will be relevant to the interns' educational needs.
- 4.82 Test interns to determine their eligibility for enrollment into the CIP.
- 4.83 Arrange a lottery to determine the final selection for admission of eligible interns.

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5. Begin the Operational Program for CIP.

Much attention from management, counseling and instructional staff is needed in the early stages. It is the time for developing the foundation that interns need to build the fundamental skills and attitudes for coping successfully with their educational and career preparation. Corrective action must be taken in these early weeks to repair communications breakdowns.

5.1 Conduct the orientation.

Orientation welcomes the interns into the CIP and provides them and their parents with in-depth information on the CIP goals and anticipated outcomes.

5.2 Introduce Phase I (22 weeks).

Interns adjust to a new experience and learn to relate to instructors, staff and peers.

5.21 Teaching strategies include:

- a. Mini-lessons using role play, career lotto, charades and simulation situations.
- Field trips to business and industry sites to enlarge awareness of career opportunities.
- Resource speakers to give more realism to course material.
- d. Materials such as magazines, tapes, newspapers, films, records and filmstrips that relate to the course of study.
- 5.22 Arrange for career counseling seminars to be held during the regular academic schedule.

 5.23 Initiate the Career Development Plan.

The counselor, with input from the instructor, career developers, interns and parents, outlines individualized sequential programs indicating the path by which interns can reach career goals. Completion of the CDP indicates that the intern is prepared to begin working productively toward his or her career goals.

5.24 Provide mechanism for intern assessment. Establish a structured framework to measure intern progress and include all staff that relate to the intern as well as the intern's parents.

5.3 Introduce Phase II (approximately 22 weeks).

oriented material and Hands-on experience. ized academic subject matter integrated with career-Phase II is geared toward more intensive, individual-

- 5.31 Provide Hands-on experiences for each intern.
- 5.33 5.32 Develop academic skills via individualized learning packets

Provide interns with necessary preparation to

5.34 Prepare interns for entrance into college, develop realistic career choices. employment. technical schools, advanced skill training or

5.4 Plan for Phase III.

fulfilled graduation requirements and have made a field. Interns enter Phase III when they have almost assisting the interns in entering their chosen career This phase coordinates all the efforts of the CIP by

- 5.41 Phase III opens four (4) options for the
- 5.411 College enrollment is fostered by providhigher education. ing course work to those interns desiring

assist interns in making these choices. interns for college entrance are conducted to Academic assessments indicating the readiness of ing applications and taking admission tests. Along with this work, asssistance is given in mak

5.412 On-the-job training in a situation that interests the intern will be located.

necessary to keep up with classroom assignments well as provide whatever tutorial assistance is that will be consonant with the job schedule as staff will assist in shaping an academic program tion while pursuing the high school diploma, the chooses to go into an on-the-job training situaeither full- or part-time for pay. If the intern In this option, the intern may choose to work

5.413 Advanced skills training in a technical school, industry or community college is

> available to those interns whose interests lie in this area.

nated to support interns deciding to pursue this kind of training. The efforts and resources of UCEC are coordi-

5.414 Employment is an option some interns may choose.

Career Department to secure employment for the ment, the counselor coordinates efforts with the If the intern is interested in securing employ-

5.5 Follow-up will be conducted on all CIP grad-

Career Department for a period of six months. training or employment will be followed up by the career choice in advanced skills training, on-the-job twelve months. Those interns who have followed a terns who have entered college for a period of assistance to and assesses the progress of former in The counselor maintains contact with, provides

Planning Next Year's Program is an Outgrowth of the On-going Evaluation.

needed to improve the program. terns and parents illustrate whatever redesigning is gram, written reports and comments from staff, inmake necessary adjustments. Observations of the prowith performance and helps program developers to The evaluation reflects the concurrence of objectives

7. OICs/A·UCECP's Monitoring Function.

setting of priorities and the use of contingency ance will include the identification of problems, the actions. ing department and instruction. This technical assist ``Cs/A-UCECP's staff and the Replication Teams ation, curriculum, counseling, the career counsel--term technical assistance in such areas as adminam. There will be periodic site visitations with provide close start-up support for each Local's

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