Managing Summer Programs: Overview of Practices

Contents

1. Overview
2. Goals
3. Key Messages & Mindsets
4. Key Strategies (Shared Practices)
5. Roles & Responsibilities
6. Calendar of Key Dates

1. Overview

Summer Programs management is the process by which the Summer Programs Coordinator guides their school and each individual student through to successful placement in and completion of a match program or internship. Summer Programs is a microcosm of and a prelude to the college process: Each step of the process requires hyper organization and consistent execution of your year-long plan. A successful manager of this process will execute on the following components of the process effectively:

* Tiering of students and communication of tiering and next steps to scholars/families
* Driving a streamlined application process for scholars in all tiers
* Communicating placements to families and preparing families to confirm their scholars’ placements
* Facilitation of contracts and matriculation
* Ongoing support and check-ins during summer placements

2. Goals

Successful management of Summer Programs means that all scholars are settled into their programs, receiving the support they need, and successfully complete their program at the end of the summer. We have set reasonable and measurable goals to define the success of management of AF Summer Programs, including:

* 100% of scholars attend and complete their Summer Program
* 100% of partner programs renew their spots with us for next year
* 100% of partner programs say that the summer support was extremely effective

Please consult the CARC for specific month-to-month metrics around how to ensure we reach these goals. These are shared network-wide goals that the Summer Program at each AF high school will work toward. Individual AF high schools may elect to set additional school-specific goals.

3. Key Messages & Mindsets

There are a number of key points to make with scholars, parents, school-based team members, program partners in your management of the placement and matriculation process:

* Deadlines are real: Much like in the college process, scholars will have hard deadlines to meet in order to successfully navigate the Pre-College Programs admissions process, the Internships interview and placement process, and the Enrichment Programs placement process. Scholars must meet these deadlines.
* Communication is key: During the application and placement process and over the summer months when scholars are at their placements, high levels of communication will help ensure successful completion. This means checking email, returning phone calls, and communicating ahead of time about any hurdles.
* Summer Programs is a requirement: Summer Programs are a key component of each AF High School’s educational program and an opportunity for students to learn outside the walls of AF. Scholars must complete a non-paid, pre-approved summer program or internship in order to move on to the next grade level each year. Therefore, it is critically important that scholars not be scheduled for summer vacations away during the summer months and that they stay on top of their application and placement process.

Summer programs team members work to share these messages and mindsets with key stakeholders, including school leaders and faculty so that we can work effectively to strengthen our collective support of our students during the summer months.

4. Core Strategies

Important strategies for delivering high quality management of Summer Programs include:

* Market summer opportunities through a variety of channels, including in-school posters, student ambassadors, emphasis in College Readiness Seminar, and emphasis in AF-ization week, weekly community celebration, and quarterly achievement celebrations.
* Communicate clear expectations around the Summer Programs eligibility parameters and completion requirements. Being abundantly clear and direct on the front end about how students qualify for various opportunities and about the requirement itself will help ensure that families and students follow through.
* Use a detailed year-long calendar to guide execution of work on a week-to-week basis will help that no scholar slips through the cracks. (Please consulting the Summer Programs lever section on Planning for guidance.)
* Maintain communication with program partners, families, and scholars to ensure they feel are supported in the event of any unexpected hurdles.

5. Roles & Responsibilities

|  |  |
| --- | --- |
| Owner | Summer Programs Coordinator |
| Approves | Dean of College |
| Participant(s) | Network Director of College, points of contact/relationship managers at partner organizations/entities, scholars, parents |
| Informed | Principal |
| Consulted | School based team college, FOL teachers |

6. Calendar of Key Dates

Summer Programs Coordinators should sit down at the beginning of the academic year in August consulting the Road Map of the Year in the Summer Programs Overview in conjunction with the CARC and develop a detailed calendar for managing the placement process that reflects:

* A Summer Programs j-factor calendar that integrates into their school’s calendar and scope and sequence of items/communications that will go up on bulletin boards, get distributed in advisory, etc.
* Key dates for announcement of eligibility
* Key dates for application workshops, interview practice, etc.
* Key dates for program matriculation work, which includes mailing enrollment materials, holding pre-departure orientations, etc.
* Key dates for ongoing communication over the summer while students are on site, including site visits, phone calls, and email check-ins

The majority of calendar dates will be differentiated for students and families depending on which tier they are slated for. Please consult planning documents and resources on Many Minds for examples of how to do this.