

Timeline

Thursday, February 22, 2018
2:55 PM

This was my initial timeline. I found that I had to work from both ends towards the middle since we had fixed dates at the end of the schedule like when college semesters ended, when HS summer vacation started and ended, etc... This timeline grew quite a bit as the plan solidified and we found that everything took longer than we expected. You need to give the students plenty of time to apply and give yourself even more time to review the applications and to interview your short list. Our start date was Feb 22nd, in hind-sight I think we should have started working on this in early January. Having done this once now, I'm sure we could do things more efficiently but I'd still suggest starting as early in the year as possible.

Another big change to the schedule was that we decided to move the HS internship up 2 weeks. When we met with the HS administrators, we found out that the fall sports teams started practices two weeks before summer vacation ended and band started two more weeks before sports. While we didn't want to eliminate any HS student that might be interested, we didn't think the college intern would have enough time to prepare if moved the HS internship forward by four weeks so we split the difference at two weeks.

Feb 22	Start Planning
Feb 28	Have plan to steering group for review
Mar 1	Quick meeting to discuss issues with plan
Mar 2	Have revised plan to steering group for review
Mar 2	Email entire IT team plan to prepare for discussion at Mon team meeting
Mar 5	Present plan to team at staff meeting, measure interest, volunteers
Mar 7	Advertise internship at UofA, Kent State, Stark State, Ohio State or http://ohiomeansinternships.com/
Mar 9	Notify contact at Wadsworth HS that we will be moving ahead with plan and are looking for 4 students working towards a STEM Honors Diploma (other high schools, I thought there was a private one north of Home Depot?)
Apr 2	Review applicants
Apr 4-5	Arrange interview appointments
Apr 5-6	Interview applicants
Apr 13	Target date to notify selected intern
Apr 26-27	Review HS applicants
May 1	Ohio State Spring Semester Ends
May 3-4	Notify HS applicants
May 30	Wadsworth HS Spring Semester Ends

May 12	UofA Spring Semester Ends
May 13	Kent State Spring Semester Ends
May 13	Stark State Spring Semester Ends
May 24	Start College Internship Program
Jul 30	Start HS Internship Program Note: Maybe move this up one week since it's tight on the end going back to school, especially if the intern lives on campus and has to move. Internship would go from 12.5 to 11.5 weeks minus a week for vacation. We could move HS program up and intern is good we could give them the option to stay till 21st.
Aug 10	End HS Internship Program
Aug 14 - 21	End College Internship Program
Aug 21	Wadsworth HS Fall Semester Starts
Aug 21	Ohio State Fall Semester Starts
Aug 23	Kent State Fall Semester Starts
Aug 27	UofA Fall Semester Starts
Aug 27	Stark State Fall Semester Starts