

Intensive Session Planning Template

**The English Access Microscholarship Program is sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by FHI 360.**

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| Part 1: Choose a Topic and Goals | |
| *\*****Note****\* Work with your RELO, RELO assistant, and U.S. Embassy to complete* ***Part 1*** *and* ***Part 2*** *of this template.* | |
| **FOCUS** | *Intensive sessions must include English language instruction and focus on one or more of the following topics:*   * U.S. Culture and Democractic Values * Personal Development * Service Learning * Digital Literacy Skills |
| **TOPIC** |  |
| **SESSION GOALS** | *Intensive Sessions are important opportunities to practice English language skills, build teams, gain confidence, encourage closer relationships with teachers, and opportunities for mentorship and role modeling.*  **Academic Goals** (How does it fit the Access program curriculum or outcomes?): |
| **Access** **Goals** (How does this session reinforce non-English Access topic goals?): |
| **Teambuilding** **and** **Leadership Goals**: |
| Other expected outcome(s) of the session: |
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| **COMMUNITY COLLABORA-TORS** | Are there opportunities for you to work with others in the community? What resources can you access in the community?   * English Language Fellow or Specialist * Virtual English Language Fellow or Specialist * Peace Corps volunteer * Fulbright English Teaching Assistant (ETA) * Non-profit organization * Other: |
| Part 2: Plan the Session | |
| *\*****Note****\* Work with your RELO, RELO assistant, and U.S. Embassy to complete* ***Part 1*** *and* ***Part 2*** *of this template.* | |
| **MAKE A PLAN** | *List the tasks and the materials you need for this activity.*  *Decide on the location for the activity.*  *Think about possible problems you might have.* |
| **LOCATION** | Where will the Intensive Session take place? |
| **SESSION DURATION** | * 3 days * 5 days * 1 week * 2 weeks * Other: |
| Day 1 Overview | |
| *\*****Note****\* Work with your Access coordinator and Access teachers to complete the daily overview sections that follow.* | |
| **TOPICS** |  |
| **ENGLISH LANGUAGE GOALS** |  |
| **TEAMBUILD-ING ACTIVITIES** |  |
| **LEADERSHIP ACTIVITIES** |  |
| **RESOURCES NEEDED** |  |
| Day 2 Overview | |
| **TOPICS** |  |
| **ENGLISH LANGUAGE GOALS** |  |
| **TEAMBUILD-ING ACTIVITIES** |  |
| **LEADERSHIP ACTIVITIES** |  |
| **RESOURCES NEEDED** |  |
| Day 3 Overview | |
| **TOPICS** |  |
| **ENGLISH LANGUAGE GOALS** |  |
| **TEAMBUILD-ING ACTIVITIES** |  |
| **LEADERSHIP ACTIVITIES** |  |
| **RESOURCES NEEDED** |  |
| Part 3: Student Health and Safety | |
| **CHECKLIST** | * I have made plans to protect the health, safety, and welfare of all student participants in this activity. * All students have signed **consent forms** from their parents/guardians (only for off-site activities) * All students have some form of medical/travel insurance for any activities that occur outside of the city/area of the Access program. * I have planned for one (1) or more adult chaperones (teacher, coordinator, parent/guardian volunteer, etc.) for every 10 Access students. * This Intensive Session will be conducted in English and will include English language learning activities. * I have sent invitations to the U.S. Embassy/Consulate to notify it of this session and opportunities to visit and speak with students in Access classes and activities. |
| **CHAPERONES** | *List the adults who will be supporting students during this Intensive Session:* |
| Part 4: Reflection and Reporting | |
| **REFLECTION** | ***Note****: These reflection activities can be done after the Intensive Session during After School Instruction.*  *As a result of your project, many of the Access students and staff should experience and learn new things. It is important that you take the time to let participants share their thoughts and feelings with one another. This process is known as reflection. Take time out at the end of your project for discussion.*  *Encourage students to bring up both positives and negatives. Be sure to have someone taking notes. These tips will be helpful next time!*  *Choose a reflection activity from the list below:*   * **Sharing**: Participating in a group discussion and sharing what happened during the event, what was learned, problems or issues that occurred, similar experiences and how each participant felt about the experience is a great learning opportunity for the Access students, staff, and Provider. * **Processing**: Encouraging participants to write about their experience in a journal is a great way to improve English language writing skills but to also help process the information and reflect on the experience at a later time. * **Applying**: Use what was learned in other life situations. Encouraging students to think about how they can use the life skills and knowledge they have learned in their lives with their peers, their families and in their community can create lasting results. * **Other**: |
| **REPORTING** | *Once the session is completed, you will have to document it in both the Program report and the Financial report. Use the space below to write important notes/details about the session that you can use for reporting purposes.* |
| *Note any important details about the activity below.*  **Program report details:** |
| *Note any expenses or costs that were not in your estimated budget for this activity.*  **Financial report details:** |

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| Example Budget | | | |
| **Item** | **Cost and Quantity** | **Estimate** | **Actual cost** |
| **Lodging** | 15 students x 3 nights x $4.00/night for guest rooms | $120.00 | $120.00 |
|  | 3 guest speakers x 1 night x $7.00/night guest house | $21.00 | $21.00 |
|  | 4 trainers x 3 nights x $7.00/night guest house | $84.00 | $84.00 |
|  | 3 counterparts x 3 nights x $7.00/night guest house | $63.00 | $63.00 |
|  | | $288.00 | $288.00 |
| **Transport** | 15 students x 2 ways x $2.50 | $75.00 | $75.00 |
|  | 4 trainers x 2 ways x $6.00 | $48.00 | $48.00 |
|  | 3 counterparts x 2 ways x $2.50 | $15.00 | $15.00 |
|  | | $138.00 | $138.00 |
| **Food** | 15 students x 2.5 days x $5.00 | $187.50 | $187.50 |
|  | 3 guest speakers x 1 day x $7.00 | $21.00 | $21.00 |
|  | 4 trainers x 4 days x $7.00 | $112.00 | $112.00 |
|  | 3 counterparts x 4 days x $7.00 | $84.00 | $84.00 |
|  | | $404.50 | $404.50 |
| **Venue** | 4 days x $25.00/day | $100.00 | $100.00 |
| **Trainers** | 4 trainers x 4 days x $10.00/day | $160.00 | $160.00 |
| **Guest speakers** | 3 guest speakers x 1 day x $10.00/day | $30.00 | $30.00 |
| **Counterparts** | 3 counterparts x 4 days x $5.00/day | $60.00 | $60.00 |
| **Craft/office supplies** | paper, markers, glue, flip charts, poster boards, etc. | $100.00 | $200.00 |
| **T-shirts** | 30 participants x $5.00/shirt | $150.00 | $0.00 |
| **Internet connection** | 20 hours x $1.00/hour | $20.00 | $5.00 |
| **Projector rental & equipment** | 2 days x $60.00/day | $120.00 | $120.00 |
| **Miscellaneous and incidentals** |  | $100.00 | $100.00 |
| Total | | $1,670.50 | $1,705.50 |

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| Budget Template | | | |
| **Item** | **Cost and Quantity** | **Estimate** | **Actual cost** |
| **Lodging** |  |  |  |
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| **Transportation** |  |  |  |
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| **Food** |  |  |  |
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| **Venue** |  |  |  |
| **Trainers** |  |  |  |
| **Guest speakers** |  |  |  |
| **Craft/office supplies** |  |  |  |
| **T-shirts** |  |  |  |
| **Network connection** |  |  |  |
| **Equipment rental** |  |  |  |
| **Miscellaneous and incidentals** |  |  |  |
| **Total** | |  |  |

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| Sample Agenda | | |
| **Date** | **Program in Details** | |
| **Time** | **Description** |
| **Thursday,**  **September 15** | 07:00 – 15:00 | Transfer of provincial students to the resort |
| 15:00 – 16:30 | Transfer from city to the resort |
| 17:00 – 17:30 | * Welcome Reception * Welcome speech by a representative of the U.S. Embassy * Meet and greet for all Access participants |
| 17:30 – 19:00 | Welcome dinner |
| 19:00 – 20:00 | Campfire and S’mores activity |
| **Friday,**  **September 16** | 06:30 - 08:30 | Transfer of provincial students to the location |
| 07:00 – 08:30 | Transfer from city to the location |
| 08:30 – 08:40 | Arrive at location and reception |
| 08:40 - 09:30 | Guided tour of location with introduction to history/activities and programs |
| 09:30 - 11:30 | Team Building Activities for English Camp participants and students |
| 11:00 | break |
| 11:30 - 12:00 | Wrap up and leave location |
| 13:00 – 14:00 | Lunch at local restaurants |
| 14:00 - 16:30 | Guided tour at the Royal Palace and the National Museum (Participants will be divided into 3 groups) |
| 16:30 – 18:00 | Camp Day 1 concludes and transfer back to city |
| 18:30 – 19:30 | Dinner for provincial participants only |

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| **Saturday,**  **September 17** | 06:30 – 07:30 | Transfer of provincial students to the resort |
| 07:30 – 08:00 | Grouping of students into 10 teams |
| 08:10 - 10:10 | Station 1: |
| Station 2: |
| Station 3: |
| Station 4: |
| Station 5: |
| 10:10 – 10:25 | Refreshment Break |
| 10:25 – 12:05 | Station 1: |
| Station 2: |
| Station 3: |
| Station 4: |
| Station 5: |
| 11:00 | break |
| 12:05 – 13:00 | Lunch |
| 13:00 - 15:15 | Poster Project |
| 15:15 – 15:30 | Refreshment Break |
| 15:35 - 16:35 | Poster Project (Continued) |
| 16:35 – 18:00 | Camp Day 2 concludes and transfer back to city |
| 18:30 – 19:30 | Dinner for provincial participants only |
| **Sunday,**  **September 18** | 06:30 – 07:30 | Transfer of provincial students to the resort |
| 08:10 - 10:00 | Poster Presentation |
| 10:00 – 10:25 | Refreshment Break |
| 10:25 – 11:30 | Poster Presentation (Continued) |
| 11:30 - 13:00 | Lunch Break |
| 13:00 – 15:15 | Talent Show / Performance by Access students |
| 15:15 - 15:35 | Refreshment Break |
| 15:35 – 16:35 | Concluding songs and dance |
| 16:35 - 16:50 | Closing remark by the U.S. Embassy's Representative |
| 16:50 - 17:10 | Group Photo |
| 17:30 - 19:00 | Closing dinner |
|  | 19:00 – 20:00 | Camp Day 3 concludes and transfer back to city center |
| **Monday,**  **September 19** | 08:00 | Departure of provincial Access students from city |

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| Activity Planning Worksheet | | |
| *Duplicate this section as needed to plan the Intensive Session activities.* | | |
| Activity Name: |  | |
| **Day** (circle):  T W Th F Sa | | **Class size** (circle)  Team Group |
| Skill to be learned/practiced | | Duration (in minutes) |
| Describe what students will learn in this session: | | Student/Staff ratio |
| **SUCCESS INDICATOR USING GOALS/OBJECTIVES:**  *Describe how you will know that participation in this activity contributed to an observable change in the student. In other words, identify what you hope to accomplish during this lesson (GOAL) and a measurable way that you are going to reach your goal (OBJECTIVE)* | | |
| **LESSON DESCRIPTION:**  *Describe in detail what students will do in your activity, including how you will immediately involve them in a learning experience (i.e., self-discovery, small-group interaction, large group interaction) and how the main content of the course will be delivered.* | | |
| **SAFETY CONCERNS / EMERGENCY PROCEDURES:**  *Include details about how students will be taught about these safety concerns and emergency procedures* | | |
| **MATERIALS / SUPPLIES / EQUIPMENT NEEDED:** | | |
| **BACK-UP PLAN:**  *Alternate plan in the event of inclement weather, etc.* | | |
| **OTHER CONSIDERATIONS:** | | |