

HOW TO PLAN FOR A QUALITY SUMMER PROGRAM (EVEN AMID A GLOBAL PANDEMIC)

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A DISTANCE LEARNING COURSE

SYLLABUS

This online workshop will be conducted through a combination of active, synchronous sessions, and reflective asynchronous sessions. Attention will be given both to each individual's growth and challenges, as well as to developing and building a strong virtual cohort amongst the participants.

Each day there will be two live sessions, lasting approximately 90 minutes. Please block these times off in your schedule and join the virtual classroom via your computer. We ask that everyone participate with their camera turned on so that we can see one another and interact more naturally.

All sessions subject to change.

DAY 1: MONDAY, NOVEMBER 30, 2020

LIVE SESSION: 11:00 AM ET/8:00 AM PT (APPROX. 90 MINS)

- **Who Are You?**
 - Why are you involved in a summer program?
 - How does this fit in with what else you do?
 - Will you / can you do this for the long term or short term?

LIVE SESSION: 2:30 PM ET/11:30 AM PT (APPROX. 90 MINS)

- **Getting Started: Defining Your Program**
 - Benefits of a summer program
 - Goals: Yours and your school's
 - Program needs, possible courses, and brainstorming

DAY 2 – WEDNESDAY, DECEMBER 2, 2020

LIVE SESSION: 11:00 AM ET/8:00 AM PT (APPROX. 90 MINS)

- **Managing a Summer Program**
 - Working with your school's academic-year Management Team
 - Your tasks as Summer Program Director
 - Your Administrative Team: Building your staff
 - Creating and monitoring the budget

LIVE SESSION: 2:30 PM ET/11:30 AM PT (APPROX. 90 MINS)

- **Time Management**
 - Strategies
 - Action Planning

DAY 3 – FRIDAY, DECEMBER 4, 2020

LIVE SESSION: 11:00 AM ET/8:00 AM PT (APPROX. 90 MINS)

- **Reporting Structure**
 - Leading upward and sideways
 - Leading upward and sideways

LIVE SESSION: 2:30 PM ET/11:30 AM PT (APPROX. 90 MINS)

- **Marketing and Promotion**
 - What you do best: Your school's market niche
 - Defining your market: Parents and students
 - Proven strategies: Key elements that make your program stand out