

# Individual Plan of Study Implementation Reference Sheet

## Getting started

- Establish school policies regarding IPS
- Determine your school's readiness to implement IPS
- Develop a timeline that outlines the process for implementation
- Establish an IPS team of administrators, teachers and counselors who will initiate and implement the program

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### IPS Team Make Up

|                            |  |
|----------------------------|--|
| <b>Principal</b>           | <ul style="list-style-type: none"> <li>• Sets priority and commitment of IPS program</li> <li>• Selects Program Coordinator</li> <li>• Provides administrative and vocal support</li> </ul>  |
| <b>Program Coordinator</b> | <ul style="list-style-type: none"> <li>• Organizes all IPS activities</li> <li>• Distributes responsibilities to IPS team members</li> <li>• Serves as the program champion</li> </ul>   |
| <b>Teachers</b>            | <ul style="list-style-type: none"> <li>• Provide input and feedback to the IPS team throughout the development of the curriculum</li> <li>• Provide recommendations to address challenges related to implementing the program</li> <li>• Solicit input from teachers and act as a liaison between the teaching staff and the IPS team</li> </ul> |
| <b>School Counselors</b>   | <ul style="list-style-type: none"> <li>• Provide recommendations establishing the counselor's role during IPS program implementation.</li> <li>• Solicit input from school counselors and act as a liaison between counseling staff and IPS team.</li> <li>• Help teachers involve parents and community members in the IPS program</li> </ul>   |
| <b>Parents</b>             | <ul style="list-style-type: none"> <li>• Collaborate with members of the IPS team to develop strategies to facilitate student engagement in the IPS program both in the classroom and at home.</li> </ul>  |
| <b>Community</b>           | <ul style="list-style-type: none"> <li>• Partners with the IPS team to develop strategies that address students' needs related to IPS.</li> </ul>  |

## Selecting and Using a Web-based Guidance System

### Components included

- Self-Assessment Tools
- Curriculum
- Parent Access
- Student Reports and Usage Summaries
- Course Builder
- Individual plan of study.
- Post-Secondary planning tools
- Electronic Portfolio

## Curriculum

- Establish an IPS curriculum team
- Crosswalk core and elective course standards with career counseling standards
- Create grade specific lesson plans using software curriculum.
- Set up a curriculum delivery timeline that allows for sequential concepts to eliminate repeating curriculum.
- Provide teachers with the time and support needed to develop strategies for incorporating the IPS program topics in all classrooms.

## When Should IPS Sessions be Held ?

There is no "best" approach! Explore scheduling options to meet your needs. Some suggestions include: a required course by all grade levels- (i.e. Health); a custom period of time expressly set aside to implement IPS; a previously scheduled period of time when everyone in the school did the same thing (home room, advisory, etc.) The IPS team and staff should engage in meaningful discussion in order to determine the most effective approach for the school.

## Training School Staff

Organize software system training and non-technical training including strategies to engage students, facilitate IPS activities in small groups, and motivate students to contemplate IPS issues and activities.

## Training

- On-site training
- Web based training
- Implementation and help desk support

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## Identifying Roles For Adult Stakeholders

**Table 5. Typical Roles and Responsibilities of Participating Adult Stakeholders**

| Stakeholder              | Roles   | Responsibilities   |
|--------------------------|---|--|
| <b>Principal</b>         | The principal promotes successful implementation of the IPS program by demonstrating enthusiasm and commitment to the program.  | <ul style="list-style-type: none"> <li>▪ Sets priorities and commitment.</li> <li>▪ Oversees administrative tasks and defines staff and administrative roles.</li> <li>▪ Provides ancillary support by providing resources and flexibility.</li> <li>▪ Encourages participation of staff and students in the program.</li> </ul>   |
| <b>Teachers</b>          | Teachers contribute to successful implementation of the IPS by teaching the IPS sessions, providing feedback to the IPS team, referrals to counselors, and recommendations for program improvement.         | <ul style="list-style-type: none"> <li>▪ Engage students, teach IPS curriculum, facilitate meaningful conversation regarding IPS with students.</li> <li>▪ Utilize strategies to integrate IPS into core curriculum classes.</li> <li>▪ Utilize web-based guidance system to facilitate IPS sessions.</li> <li>▪ Develop strategies to include parents in the IPS process.</li> <li>▪ Act as a resource and mentor to students.</li> </ul>   |
| <b>School Counselors</b> | Counselors support implementing IPS sessions by modeling IPS sessions for teachers, providing feedback to the IPS team, and incorporating IPS information and resources in student counseling sessions.     | <ul style="list-style-type: none"> <li>▪ Deliver IPS curriculum and activities to teachers and students.</li> <li>▪ Utilize web-based guidance system to facilitate IPS sessions.</li> <li>▪ Assist students in investigating potential career paths and developing postsecondary educational goals using the IPS web-based system.</li> <li>▪ Act as a resource and mentor to students.</li> <li>▪ Help teachers involve parents and the community in the IPS program.</li> </ul> |
| <b>Parents</b>           | Parents and family members influence student perspectives of career and postsecondary options. Communicating these perceptions helps to contribute to students' personal, career, and academic development. | <ul style="list-style-type: none"> <li>▪ Demonstrate an active interest and support in the IPS program.</li> <li>▪ Participate in school opportunities related to students' interests and abilities.</li> <li>▪ Encourage and influence students' aptitudes, interests, and abilities.</li> </ul>  |
| <b>Community</b>         | Community members provide resources and occupational information, adding to students' experiences in the IPS process.   | <ul style="list-style-type: none"> <li>▪ Provide schools and students with opportunities for experiences: "A Day in the Life" through various experiences (field trips, guest speakers, etc.)</li> <li>▪ Provide students with occupational information in the community.</li> </ul>   |

## Engaging Families in the IPS Process

The IPS team should create an outreach plan that includes the deliberate distribution of information regarding IPS to parents in multiple ways.

## Motivating Students And Staff To Embrace IPS

Staff motivation to implement IPS is affected by the staff's assessment of the importance of the program and confidence in their ability to implement it. The commitment of school leadership to IPS implementation affects teachers' responsiveness and willingness to implement IPS. Strategies for encouraging staff motivation include: giving staff a role and a voice in planning the IPS implementation, providing adequate and ongoing training, ensuring staff has sufficient time to prepare for and conduct sessions with students, and reiterating the importance of IPS.

## Ongoing Assessment

Overall, IPS programs require continuous evaluation to ensure that students' educational needs as well as staff and administrative expectations are being met. Schools should be regularly engaged in discussions including stakeholder input to support the process of ongoing improvement.