

APPENDIX H
Structuring Standards-Based Technological Study Workbook

Date: _____

Initial Vision

Directions: Define an initial vision for the technology program. It should incorporate why technological literacy is important to the community the program serves and society in general.

Initial Vision: _____

Technology Program Committee

Directions: Record the names and contact information of the individuals serving on the Technology Program Committee in the spaces provided below. Participation by technology teachers, other content area teachers, administrators, and guidance counselors is recommended.

1. Name: _____
Title: _____
School Name: _____
Address: _____
Phone Number: _____
E-mail Address: _____
2. Name: _____
Title: _____
School Name: _____
Address: _____
Phone Number: _____
E-mail Address: _____
3. Name: _____
Title: _____
School Name: _____
Address: _____
Phone Number: _____
E-mail Address: _____

4. Name: _____
Title: _____
School Name: _____
Address: _____

Phone Number: _____
E-mail Address: _____

5. Name: _____
Title: _____
School Name: _____
Address: _____

Phone Number: _____
E-mail Address: _____

Technology Program Advisory Committee

Directions: Record the names and contact information of the individuals serving on the Technology Program Advisory Committee in the spaces provided below. Ensure representation by different community constituencies, including parents, community members, business and industry personnel, technologists, engineers, college/university faculty, trade school representatives, former students, and retired professionals.

1. Name: _____
Title: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail Address: _____

2. Name: _____
Title: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail Address: _____

3. Name: _____
Title: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail Address: _____

3. Name: _____
Title: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail Address: _____

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4. Name: _____
Title: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail Address: _____

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5. Name: _____
Title: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail Address: _____

M

6. Name: _____
Title: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail Address: _____

P

7. Name: _____
Title: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail Address: _____

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8. Name: _____
Title: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail Address: _____

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Technology Program Mission Statement

Directions: Answer the questions that follow. Use your responses to these questions to draft a technology program mission statement. Review the statement to ensure a group consensus. Make any necessary adjustments to finalize the technology program mission statement.

1. What is the philosophical foundation of the school and/or school district?

2. What is the vision of national, state, and local standards for attaining technological literacy?

3. What are some of the unique features of the technology program that complement the school's philosophical foundation?

4. How does this program serve the overarching vision of the school and community?

5. Whom will the technology program serve?

6. What services will the technology program provide?

7. What does the program add to students' educational experiences?

8. How will the technology program provide such services?

Based on your responses to the preceding questions, compose a mission statement in no more than five or six sentences.

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Review and revise the drafted mission statement, ensuring consensus of all stakeholders.

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Long-Term Goals and Short-Term Strategies

Directions: Complete each section below.

Note: Make as many copies of this page as necessary.

List below a long-term technology program goal. The goal should be specific, measurable, achievable, relevant, and timely.

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Technology Courses

Directions: Provide the name of the course. Next, state the intended audience of the course. Also, briefly state the purpose of the course. Then, place this course in articulation within other courses in the overall program (i.e., middle school program). Provide a brief overview (description) of the course. State the length of the course in the school structure (i.e., 9 weeks, one semester, etc.). Finally, provide a listing of all prerequisites for this course.

Note: Make as many copies of this page as necessary.

Name of Course: _____

Intended Audience: _____

Course Overview: _____

Course Length: _____

Prerequisites for Course: _____

Directions: List the recommendations provided for each of the strategies. Project a date when the recommendation might be carried out. Estimate the cost of carrying out the recommendation. Use this completed form to develop a budget.

Recommendation(s)	Projected Completion Date(s)	Estimated Cost(s)

SAMPLE

Develop a Budget

Directions: Attach a copy of the proposed budget to this workbook.

Secure Resources

Directions: Submit the completed workbook and budget to administration to determine the extent to which the initial planning can be approved and funded. Determine the amount of additional funds needed and begin soliciting those funds from appropriate resources (see Section 4 of Realizing Excellence).

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