

Apprenticeship Planning Timeline:

This is a rough timeline of things that should happen over the course of the apprenticeship. I tried to include things on this list that may not have had an obvious place or timing on the lesson plans. This list, in companionship with the preparation sections of the weekly lesson plans should be fairly comprehensive.

Pre Apprenticeship

- Become familiar with the community you will be studying. Some suggestions:
 - Visit as many businesses as possible in the community. Introduce yourself and explain your project; leave a business card with the owner or manager.
 - Determine which businesses are receptive to helping you out, and which are not.
 - Determine which businesses have long and short histories.
 - Determine which businesses will interest students and which ones are inappropriate for you to visit with students.
 - Walk down Main Street and tally the different types of businesses that exist there.
 - Determine the boundaries of the business district you will be studying.
 - Read the local paper at least semi-regularly
 - Contact community organizations such as neighborhood groups, business associations, Rotary and Kiwanis clubs. Their leaders are often excellent resources for information about town history.
 - Visit the local historical society and/or library to see what information is available. Set up a slide show or visit for session 2.
- Determine where you would like your Wow event to be. The best options include meetings of the local historical society, a community business group or a neighborhood association. Other options include setting up an event at the local library, or making a presentation on-campus to other apprentices and parents. The earlier you start planning, the better off you will be.
- Figure out an appropriate sales pitch for the Apprenticeship Fair.

Session 1:

- Develop Treasure Hunt - get commitments from businesses, write clues, write information treasures, make a map and key.
- Write the first few Guess the Business blurbs.
- Get money to pay for pizza.

Session 2:

- Confirm your visit to the local historical society.

Session 3:

- Write Guess the Business blurbs.
- Contact historical society to get photographs that you are interested in using in the PowerPoint. This process can take a while. Supplement with photos from the web.

Session 4:

- Get commitments from business owners that you/apprentices are interested in interviewing.
- Get money if you plan to buy snack on the road.
- Prepare interview value circle visual.

Session 5:

- Reserve a laptop and projector for your WOW.
- Reserve a room at the Fed for Session 9

Session 6:

- Write any sections of the presentation for which you are responsible.

Session 7:

- Prepare PowerPoint Template
- Begin working on any sections of the PowerPoint presentation for which you are responsible.
- Begin to publicize your Wow event in the community and to parents.

Session 8:

- Divide script into sections to be divided among apprentices.
- Finish your sections of the PowerPoint presentation.
- Develop and distribute invitations to the WOW.

Session 9:

- Confirm that Apprentices will be able to attend the Wow.
- Make sure permission slips are sent home and returned by parents if the event will be off campus, and after program hours.
- Finalize script: add PowerPoint prompts, responsibility headers, and transitions if necessary.
- Put together the final PowerPoint presentation, combining all student and CT sections. Make sure all animation is set up properly and that there are no spelling errors.
- Make sure the PowerPoint and written presentation line up.
- Type up the order of the speakers and the corresponding people who are going to be running the computer and make multiple copies for apprentices.
- Set up the computer and projector at the Fed so that it is ready to go when the apprentices arrive.

Session 10:

- Pick up laptop and projector from the Fed. Make sure that both components are working, and that the PowerPoint presentation is loaded and working.
- Make sure that there is a screen to project onto, and electricity outlets to plug into.
- Have a backup plan.
- Make sure that you have extra copies of the final script with prompts, as well as the presentation order sheet.
- Have a plan in place in case of absent apprentices.
- Relax!