

## Ignite Coordinator Checklist and Implementation Plan – High

Each step listed provides Ignite Coordinators the opportunity to maximize their implementation at their schools. Each school will be different, so this progress may not look the same for other schools at the same time. By maintaining this checklist/plan, you can evaluate your progress as you go through the school year, and we have a working document to discuss should you need assistance. Please keep in mind that communication is key to successful implementation of the program. Please respond to emails/calls about implementation so that we can help.

August	Completed
Attend Coordinator Training	
Attend MajorClarity Training	
W9 completed and submitted to UWSWVA Staff	

September	Completed
Work with Students in MajorClarity	
Recruit Educators to participate in Virtual Educator Tour #1 in October	
Encourage Educators to participate in the 5C's Workshops	
Provide potential Internship suggestions to UW Staff for recruitment	

### Suggestion - MajorClarity Check!

Remember the steps to complete in MajorClarity: Pathway Selection, Assessment Completed and then start exploring with Portfolio Task Completion. If you have eager students who want to work independently, please encourage it! At this point, you can run a School Usage Stat report to see the enrolled students and current year activations. To get your percentage of student activations so far, simply take the activations and divide it by the enrolled students. You can also run a Student Overview Report to view student progress in the platform.

October	Completed
Work with Students in MajorClarity	
Recruit Educators to participate in Virtual Educator Tour #2 in November	
Encourage Educators to participate in the 5C's Workshops	
Provide potential Internship suggestions to UW Staff for recruitment	

November	Completed
Work with Students in MajorClarity	
Begin working with students on creating Resume's and Generic Cover Letters in MajorClarity	
Evaluate if Educators participated in Ed Tour #1	
Recruit Educators to participate in Virtual Educator Tour #3 in December	
Encourage Educators to participate in the 5 C's Workshops	
Provide potential Internship suggestions to UW Staff for recruitment	

**Suggestion - MajorClarity Check!**

December	Completed
Evaluate if Educators Participated in Ed Tour #2	
Complete Fall Semester Report due on December 9, 2022	
Work with Students in MajorClarity	
Encourage Educators to participate in the 5 C's Workshops	

If all items have been completed to this point, then you qualify to receive your partial stipend.

January	Completed
Work with Students in MajorClarity	
Work with students on creating Resume's and Generic Cover Letters in MajorClarity	
Evaluate if Educators Participated in Ed Tour #3	
Recruit Educators to participate in Virtual Educator Tour #4 in February	
Encourage Educators to participate in the 5C's Workshops	

February	Completed
Work with Students in MajorClarity	
Work with students on creating Resume's and Generic Cover Letters in MajorClarity	
Recruit Students to apply to Internships & Paperwork submitted	
Recruit Educators to participate in Virtual Educator Tour #5 in March	
Encourage Educators to participate in the 5C's Workshops	

**Suggestion - MajorClarity Check!**

March	Completed
Work with Students in MajorClarity	
Work with students on creating Resume's and Generic Cover Letters in MajorClarity	
Recruit Students to apply to Internships & Paperwork submitted	
Evaluate if Educators Participated in Ed Tour #4	
Recruit Educators to participate in Virtual Educator Tour #6 in April	
Encourage Educators to participate in the 5C's Workshops	

April	Completed
Work with Students in MajorClarity	
Work with students on creating Resume's and Generic Cover Letters in MajorClarity	
Recruit Students to apply to Internships & Paperwork submitted	
Evaluate if Educators participated in Ed Tour #5	
Encourage Educators to participate in the 5C's Workshops	

**Suggestion - MajorClarity Check!**

May	Completed
Evaluate if Educators Participated in Ed Tour #6	
Complete Spring Semester Report due on May 12, 2023	
Work with Students in MajorClarity	
Encourage Educators to participate in the 5 C's Workshops	
Evaluate any part of program implementation that may need to be completed	

**If all items have been completed to this point, then you qualify to receive your final stipend.**

## Implementation Plan Progress

At each of the MajorClarity Checks listed, document your findings so you can see the progress you are making with your students. Compare what you did to what you planned to do. Are there any areas that you could improve? Do you need help with an area? Additional training? These are the things I will touch base with you about and help you with addressing, in addition to checklist items. The return rate is provided by MajorClarity to me monthly when we have our monthly meetings. I can share that information with you if interested. Just send me an email to request it.

### Check 1

Did you send information about the first Virtual Educator Tour out to the teachers? \_\_\_\_\_  
MajorClarity Check: # of student activations \_\_\_\_\_ divided by  
# of students enrolled \_\_\_\_\_ equals \_\_\_\_\_% student activations.  
Are you on track? Do you see areas that you could improve this number? Who could help you?

### Check 2

Did any teachers participate in the Virtual Educator Tours? \_\_\_\_\_  
MajorClarity Check: # of student activations \_\_\_\_\_ divided by  
# of students enrolled \_\_\_\_\_ equals \_\_\_\_\_% student activations.  
Are you on track? Do you see areas that you could improve this number? Who could help you?

### Check 3

Did any teachers participate in the Virtual Educator Tours? \_\_\_\_\_  
MajorClarity Check: # of student activations \_\_\_\_\_ divided by  
# of students enrolled \_\_\_\_\_ equals \_\_\_\_\_% student activations.  
Are students exploring and/or applying for Internships? \_\_\_\_\_  
Are you on track? Do you see areas that you could improve this number? Who could help you?

### Check 4

Did any teachers participate in the Virtual Educator Tours? \_\_\_\_\_  
MajorClarity Check: # of student activations \_\_\_\_\_ divided by  
# of students enrolled \_\_\_\_\_ equals \_\_\_\_\_% student activations.  
Are students exploring and/or applying for Internships? \_\_\_\_\_  
Are you on track? Anything missing before end of year wrap up and final report submitted?