



Start-up Plan: Creating a High School of Business™ School Site

Section I: Years One and Two at a Glance

Year One: Apply & Implement

1. Learn about High School of Business™
2. Create a draft course schedule
3. Select teachers for participation
4. Determine technology needs
5. Budget for High School of Business™ expenses
6. Apply for High School of Business™
7. Assemble a Steering Team
8. Begin course approval process (if applicable)
9. Add High School of Business™ courses to school's scheduling materials
10. Determine student application process (optional)
11. Promote the program
12. Register teachers for Summer Training Institute

Year Two: Courses Begin

1. Kick-off the school year
2. Steering Team meetings continue
3. Teachers participate in peer learning community
4. Teachers and administrators prepare for field trips, guest speakers, etc.
5. Teachers attend Fall Training Institute
6. Students take online end-of-semester exam for first time
7. Steering Team completes Self-Assessment Form and Improvement Plan

Section II: Years One and Two

Year One: Implementation

Plan your work and work your plan. This time-tested advice proves true in regard to starting a High School of Business™ school site. Those schools that carefully plan before the program's courses begin will be better prepared to meet the needs of students, parents, teachers, administrators, and the community in which High School of Business™ becomes a part. Here's a look at the basic steps schools take to put into place a successful program.

1. Learn about High School of Business™
 - Administrators, teachers, guidance counselors, curriculum coordinators, and others who will play a role in the program should learn all they can. The best place to start is the website, located at www.MBAResearch.org/HSB. Other resources include the following:
 - High School of Business™ Program Handbook (on website)
 - Course scheduling sequence options (website)
 - Training Institute schedule (website)
 - High School of Business™ Program Director
 - Current High School of Business™ teachers and administrators
2. Create a draft course schedule
 - High School of Business™ is a series of six required courses that students complete during high school. It is important to determine how your students' schedules (and teachers' schedules) can accommodate those 0.5-credit courses. (See scheduling options in the Handbook.) Considerations include:
 - Will students begin the program as freshmen, sophomores or juniors?
 - Do courses need to be grouped to accommodate a block scheduling system?
3. Select teachers for participation
 - Teachers in High School of Business™ are committed to improving student learning via rigorous curriculum and project-based learning. The right teachers for the program will be excited about the changes that the program will bring and knowledgeable about what that will mean for them (change in teaching style, new course preparation, additional training, etc.) Specifically, the teachers will need to do the following:
 - Actively participate in High School of Business™ Training Institutes. This includes semi-annual sessions for the first few years in the program. The training lasts two days per course taught. Travel is required.
 - Embrace a project-based pedagogy in the classroom.
 - Take part in monthly teacher conference calls during (at a minimum) the first year in the program.
 - Determine how the High School of Business™ courses will affect current course load and if additional planning time is needed
4. Determine if additional technology is needed

- Students conduct individual and well as group online research. They use PowerPoint, Excel, and Word frequently.
- 5. Budget for High School of Business™ expenses
 - Review the High School of Business™ Handbook and create a sample budget for the program. In addition to fees paid for course guides, training, and affiliation, this should include:
 - Travel, hotel and meals during training
 - Supplemental resource library materials(optional but suggested)
 - Promotional materials, student field trips, etc.
 - Technology updates, if needed
- 6. Apply for High School of Business™
 - Request an application form
 - Submit form and \$1,000 deposit (refunded if not accepted; applied to account if accepted) by December 31st.
 - Schedule a conference call between the High School of Business™ Program Director and relevant parties at the school (administrators, teachers, guidance counselors, etc.)
 - Receive notification of acceptance or refusal
- 7. Assemble the High School of Business™ Steering Team. This group (outlined in the Handbook) leads the program at each school.
- 8. Begin course approval process (if applicable)
 - Each state differs in this process
 - Approvals may occur at state and/or local levels
- 9. Add High School of Business™ courses to school's scheduling materials
- 10. Determine student application process (optional)
- 11. Promote the program. It is important to communicate the program's benefits. The groups that need to be informed include the following:
 - Students
 - Parents
 - School faculty and staff
 - Community
- 12. Register teachers for Summer Training Institute
 - During the first year in the program, teachers attend training sessions focused on the program's pedagogy as well as the Principles of Business course.
 - Teachers from schools that have elected to offer Leadership, an optional freshman/sophomore level course, will also participate in training for that course.

Year Two: Courses Begin

1. Kick-off the school year
 - Begin the new program with special events, such as team-building activities, field trips to businesses, etc.
2. Steering Team meetings continue
 - Focus shifts from implementation to building the program
 - Use sub-committees to tackle topics such as articulation agreements, securing guest speakers, scheduling expert audiences for student presentations, and promoting the students' accomplishments.
3. Teachers participate in peer learning community
 - Monthly conference calls
 - Dedicated listserv
4. Teachers and administrators organize for course activities per school's policies. For example, some projects may utilize the following:
 - Off-site field trips
 - Use phones and other means of communication for research and interviews
5. Teachers attend Fall Training Institute
 - Depending on school's roll-out schedule, teachers train just-in-time for the following semester. In most cases, that means teachers will training for Business Economics.
6. Students take online end-of-semester exam (webxam) for first time
7. Steering Team completes program's Self-Assessment Form and writes an Improvement Plan for the following school year.
8. Teachers attend Summer Training Institute

