

Helpful Hint 2.2

Development Hints on Individualized Intake

For classes with limited or sporadic enrollment, individualized intake may be a better option. While this option does not provide the group dynamics and social networking of a group intake session, you can still incorporate several key components. Refer to PAC 3.0 Student Intake and Orientation Components for ideas.

One of the greatest drawbacks of individualized “drop-in” student intake (if conducted by the teacher during instructional time) is the fact that it deprives existing students of teacher-facilitated instruction. To address this problem, you can develop a process that allows greater uninterrupted time with new students so that existing students do not feel “ignored” while you conduct one-on-one student intake. One particular option is called the Student/Teacher Evaluation and Planning System (STEPS). STEPS allows for scheduled, one-on-one consultation with the student (new or existing) 30 minutes before an evening class or before or after a day class. Click here for more information on [STEPS](#).

In determining how best to schedule STEPS, you could consider:

- Adjusting your class operational hours to allow the initial 30 minutes for student consultations only, not class instruction.
- Closing your class two weeks earlier or starting two weeks later to free up sufficient funding for an additional 30 minutes one day a week.

By designating non-instructional time for new student intake, you will be able to give the student undivided attention and will have greater opportunity to discuss and address student goals, concerns, special needs, and potential barriers to attendance.