

## Helpful Hint 2.4 Scheduling Options

If teachers conduct regularly scheduled group intake sessions, creating and maintaining that schedule can create some challenges. If conducted during regular instructional hours, what will the existing students do while the teacher conducts the intake session? If the intake session is scheduled during non-instructional time, is there sufficient money in the budget to allow for this additional expense? Here are some ideas on how you can address these issues.

- **Use volunteer tutors to work with existing students while the teacher conducts managed intake.**
- **Schedule guest speakers one day a month so the teacher can conduct managed intake while existing students remain engaged in a productive activity.**
- **Employ the “on any given Friday” routine; enroll new students on one particular morning or afternoon each week when student enrollment is the lightest.**
- **If you’re unable to free up a three-hour block of time, schedule three “one hour” units of time to complete components of the intake process in a group setting after the students have enrolled.**
- **Practice student-centered management by allowing the students to plan student-led activities while the teacher conducts an intake session. For example, some students conduct class meetings during this time to discuss group projects (e.g., student newsletters); some classes conduct student-led study groups in which the students take role, check each other’s assignments, make presentations, etc.**
- **Make existing students aware that one three-hour class session each month will be designated for independent computerized study while the teacher conducts managed intake.**
- **Begin the class two weeks later than usual, close the class two weeks earlier, or make other scheduling adjustments**

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**that would free up funding to cover the cost of additional staff hours for intake sessions during non-instructional hours.**

- **If you presently have an open-entry class structure in which students may enroll at anytime throughout the year, consider setting up cycled classes. For example, classes would run in nine-week cycles with fixed beginning and ending dates. In between each cycle, one week would be designated for new student intake, class planning, progress interviews with continuing students, etc.**

### **Determining How Often to Schedule the Intake Sessions**

Determining how often you need to schedule group intake sessions depends on the average number of new students your program receives each month.

- If you operate a small program (one-two new students each month), group intake may not be a viable option. Refer to Helpful Hint 2.2 for development ideas on individualized intake.
- If you operate a larger program, determine how often you usually have four or more new students (e.g., weekly, bi-weekly, monthly) and plan your schedule accordingly.