

The 21 Steps to Effective Elementary Foreign Language Program Planning and Implementation (9-19 months for entire process)

Planning:

1. ___ Assess community/school interests and needs
2. ___ Organize an advisory or study committee
3. ___ Determine resources of school and community with respect to finances, language preferences, secondary school programs, agencies, universities, etc.
4. ___ Formulate realistic goals for the community
5. ___ Anticipate difficulties, problems, roadblocks, and view of people who might be opposed
6. ___ Investigate successful programs; discuss possible problems
7. ___ Contact knowledgeable people, particularly second language specialists in the different types of FLES programs
8. ___ Prepare a detailed proposal including a plan for a pilot program, with anticipated budget and outcomes of the program selected
9. ___ Arrange for coordination for the program
10. ___ Develop curriculum materials to fulfill the realistic goals, as well as plans for articulation with upper levels
11. ___ Develop a plan for the recruitment and selection of teachers
12. ___ Develop a plan for teacher training
13. ___ Promote interest by speaking to parents, teachers, principals, civic association members, etc.
14. ___ Be sure to involve secondary school FL teachers in the study committee
15. ___ Order materials for instruction
16. ___ Arrange teacher schedules

Implementation:

17. ___ Begin the program and publicize the program
18. ___ Evaluate, evaluate, evaluate. Ask for input at all levels and at all stages of planning and implementation
19. ___ Be prepared for successes and failures
20. ___ Attempt to solve conflicts and unexpected reactions
21. ___ After a year's pilot and possibly another year of trial and error making necessary modifications; be prepared to enjoy the program

(Lipton, 1989)