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Vocational Education Field Experience

Bonnie Kimball Hill

Eastern Illinois University

This research is a product of the graduate program in Educational Administration at Eastern Illinois University. Find out more about the program.

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Author
VOCATIONAL EDUCATION
—
FIELD EXPERIENCE
(TITLE)

BY

Bonnie (Kimball) Hill

FIELD STUDY

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF

Specialist in Educational Administration

IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY
CHARLESTON, ILLINOIS

1981

YEAR

I HEREBY RECOMMEND THIS THESIS BE ACCEPTED AS FULFILLING
THIS PART OF THE GRADUATE DEGREE CITED ABOVE

DATE

May 11, 1983

DATE

May 16, 1983

DATE

May 10, 1983
VOCATIONAL EDUCATION
FIELD EXPERIENCE

By

Bonnie (Kimball) Hill

ABSTRACT OF A FIELD STUDY

Submitted in partial fulfillment of the requirements
for the degree of Specialist in Education at the Graduate School
Eastern Illinois University

Charleston, Illinois
1981

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ABSTRACT

Leadership Intern positions in Vocational Education were funded in the State of Illinois for the 1980-81 fiscal year. Eastern Illinois University provided the base of experiential and formal learning for one of the Intern positions in the Occupational Education office under the Office of the Vice President for Academic Affairs.

During the fiscal year of July 1, 1980, to June 30, 1981, the Intern based at Eastern was admitted to and enrolled in the Specialist degree program in Educational Administration earning a total of twenty-two semester hours. This field experience is a portion of that degree program.

The experiential learning that took place was centered around the Occupational Education office, its staff, and projects. That office administers the Education/CETA Linkage grant for the State of Illinois. The Intern had access to all staff meetings, contracts, and sub-contracts, as well as conferences and workshops. Several assignments were generated from that project that enabled the Intern to become familiar with the Linkage grants throughout the state. A brochure was developed and disseminated in which the Intern provided a synopsis of each sub-contract. A comprehensive assessment of factors present in selected successful Illinois Education/CETA Linkage programs was written and published. The Intern worked with the author to gather complete data, tabulate data, formulate trends and compile the data into tables.
Portions of the CETA final report were written by the intern and several areas have input directly from the intern. An informational pamphlet was also designed to coordinate with the large brochure on the Education/CETA Linkage project. The intern provided the base information for the compilation of that publication and also was a member of the edit staff.

The staff development funds allocated to the Occupational Teacher Educators were administered by the intern. Forms were drafted and provided to faculty to submit proposals for funding. The Intern and the Director of Occupational Education coordinated the work of the staff development committee and intern served as fiscal manager for that portion of the budget.

The Occupational Education office also houses the Bachelor of Science in Career Occupations (BSCO) degree program. The experiential learning of that program was first hand at the Chanute Air Force Base and Danville Area Community College. The intern served with the coordinator of that program in recruiting new students, registering students for course work, advising students on necessary courses, and substitute teaching the sections at the extension centers. Additionally, two students were assigned to the intern as independent study students enrolled in OED 4800.

Each year the Occupational Education office is required by the Department of Adult, Vocational and Technical Education (DAVTE) to write a Short and Long Range Plan for Occupational Education at Eastern Illinois University. Guidelines were set forth to follow by DAVTE and each institution in the state completed its Plan using the same guide-
lines. The Intern at Eastern was the coordinator and writer of that Plan for FY'82. The Occupational Teacher Education (OTE) committee members and staff of the Occupational Education office supplied much of that data. A retreat of OTE members generated several ideas and activities and began to prioritize items for submission in the Plan. It was written, assembled, and submitted to DAVTE in Springfield meeting all deadline dates. As the Plan is a negotiable instrument and funds available have decreased, the contract drawn is not exactly as originally submitted. However the basis for Occupational Education at Eastern Illinois University is stated in the Short and Long Range Plan for 1982.
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CHAPTER I

Introduction

In July, 1980, the Illinois State Board of Education, Department of Adult, Vocational and Technical Education funded fourteen Vocational Leadership Intern positions throughout the State of Illinois. Nine of those internships were given to the senior institutions across the state and five positions were within the Department of Adult, Vocational and Technical Education (DAVTE) office in Springfield, Illinois. The purpose of the Internship program was to foster leadership in vocational education by experiential learning with freedom to develop objectives for individual needs. Each intern was required to academically further his/her education. It was also determined that the intern experience would be for one fiscal year or until June 30, 1981. The long range goal was to transition people into leadership roles at the secondary, community college, university and state levels and not for them to become temporary employees in an on-going activity. Within that framework the intern position at Eastern Illinois University was developed.

The Department of Adult, Vocational and Technical Education contracts with each of the nine senior institutions to provide specific vocational activities on their campuses each year. Activities include staff development processes, institutional capacity building, and research and development projects. These activities involve all the
faculty on a campus connected with vocational education. DAVTE, provides a part-time position in that contract to administer the programs of the contract on each campus. That position is the Liaison Officer who acts as an agent representing the institution in meeting with all eight other universities and staff members of the Department of Adult, Vocational and Technical Education. At Eastern Illinois University, Dr. Charles Joley is the Liaison Officer and acts in that capacity.

As his advisory group, the Occupational Teacher Education (OTE) Committee was formed with representatives of the six occupational schools and departments - the Department of Health Education; the Department of Business Education and Administrative Office Management; the Department of Adult, Secondary Education and Foundations; the Department of Educational Psychology and Guidance; the School of Home Economics and the School of Technology. The OTE Committee has three major sub-committees; Staff-development, Curriculum and Personnel. In July, 1980, the Personnel sub-committee with Dr. Joley and the Affirmative Action Officer held interviews for the intern positions. Three people were ultimately selected, one to serve as Eastern's campus based intern and two whose names were submitted for further interviews and possible placement in the state department. Both persons submitted by Eastern were selected for assignment in DAVTE thus giving Eastern Illinois University three interns. At that time contracts were drawn through the Graduate School and the writer began her experience on July 14, 1980.

After becoming acquainted with the functions of the Occupational Education Office, the writer drafted objectives for the Eastern based
intern. They were discussed with Dr. Joley, some revisions were made and they were sent to the Research and Development Unit in DAVTE which has the responsibility for the liaison contract. With Dr. Joley's guidance and assistance we discussed several activities possible to gain the experience necessary to fulfill the objectives. The structure in the office was one of complete freedom and total support to accomplish what was necessary for learning and practice to take place. The original objectives and goal statements are provided to assist the reader with a more in depth explanation of the total internship experience. The following will be a descriptive highlight of major activities experienced as a Leadership Intern in Occupational Education at Eastern Illinois University.
Acronyms Used

AVA - American Vocational Association
BSCO - Bachelor of Science in Career Occupations
CEBE - Career Experience Based Education
CETA - Comprehensive Employment and Training Act
CTS - Chauffeurs Training School
DAVTE - Department of Adult, Vocational, and Technical Education
DCCA - Department of Commerce and Community Affairs
DOL - Department of Labor
FY - Fiscal Year
ISBE - Illinois State Board of Education
IVA - Illinois Vocational Association
JED - Jobs for Economic Development
OED - Occupational Education
OTE - Occupational Teacher Education
PERT - Program Evaluation and Review Technique
PIC - Private Industry Council
R & D - Research and Development
RFP - Request for Proposal
SACVE - State Advisory Council for Vocational Education
STAY - Support Training for Area Youth
3R's - Recruitment, Retention, Retraining
CETA Title VII Grant

Before coming to Eastern in July, 1980, the writer had served as an administrator with the local CETA program agent for five years. It was shortly after the writer's arrival on campus that she was approached regarding a specific Request for Proposal (RFP) that had been sent to the Research and Development Office at Eastern pertaining to Title VII Private Sector monies available through the Department of Commerce and Community Affairs (DCCA). An instructor on campus had been searching for a funding source to conduct a truck driver training program. He had connections with an accredited firm in the state of New York who was anxious to expand their scope of business. With the assistance of the Public Service and Development Office and the staff at Commerce and Community Affairs, Eastern decided to submit a proposal. The writer volunteered to write the RFP if each specific party involved would supply her with their information. Once all the information was gathered and the writer understood the intent of the Chauffeurs Training School (CTS) in training people, the grant application was assembled and approved at Eastern. The local committee that approves/recommends the Title VII funding is the Region 9 Jobs and Economic Development Committee (JED). The grant application was approved by the local JED Committee, and was forwarded to the Private Industry Council in
Springfield for approval of funding. That Committee also approved the grant for funding. Several things then happened at Eastern. The Board of Governors had to approve the grant and it was not scheduled to meet for some time. Furthermore, one of the Board members questioned the sole-source sub-contract with the CTS firm. Consequently, the University drafted some specifications for training and sent them out for local training schools to bid. Ultimately, the CTS firm was the only firm to meet the strict guidelines, secure the performance bond, and won the contract at Eastern. Dr. Joley and the writer then went to Springfield to change our time frame on the grant and to negotiate the budget. The writer was totally involved in the entire proposal until that time. The advertising, intake, payment, follow-up, etc., involved with the actual training program was handled completely by the Office of Traffic Safety at Eastern. It is the writer's understanding that one eight-week training session was successfully completed and the second training session underway at this writing.

Staff Development

The Liaison contract with DAVTE has specific funds set aside solely for the purpose of staff development for vocational educators. Since there is a standing sub-committee for Staff Development of seven members, they were charged with the responsibility of dispersing approximately $15,000 to some sixty faculty members. As a guideline, the forms for application for a mini-grant that had been developed in FY 79-80 were used. With those as a basis and some new ideas on the definition of staff development, new forms were drafted and new
methods followed to review and grant funding to various faculty as they applied for money. The allocations were used for personal enrichment and workshops to benefit all interested staff. The forms and cover letter were primarily developed by the writer and, with the approval of the sub-committee, were distributed to all OTE faculty members giving everyone an equal opportunity.

**State Advisory Council Hearings**

Later in the fall of 1980, the writer learned that the State Advisory Council for Vocational Education (SACVE) holds hearings over the State of Illinois. They do this to solicit the local people for expertise and suggestions regarding the needs of vocational education in specific geographic areas. Local hearings are held for a few months followed by action of the Council in adopting specific goals based on input from the grass roots. At the public hearing in Mt. Vernon, the writer testified regarding a specific concern at Charleston High School. The Career Experience Based Education (CEBE) program had been in operation with seed monies from DAVTE. It worked well, students liked it, and teachers were somewhat overworked with it but felt it was worthwhile; however, local district money was not available to fund it as a school sponsored function since the school board needed to pick up the costs of a program funded through the Department of Corrections called Project STAY, Support Training for Area Youth. If there could be a closer planning with seed programs so final years could be alternated, the local system would ultimately benefit. When a program is going well and student interest is expressed, the school
board or administrators should not have to choose between them but be able to partially fund or at least be able to plan ahead in programming.

**Education/CETA Linkage**

Eastern Illinois University, Occupational Education Office is the contractor from the Illinois State Board of Education, Department of Adult, Vocational and Technical Education for the Education/CETA Linkage Grant from the Federal Department of Labor (DOL), Illinois Department of Commerce and Community Affairs. That statewide grant is housed and managed through the Occupational Education office at Eastern. Fall, 1980, the first eighteen sub-contracts had been granted throughout the state. Eastern and DAVTE were in the process of developing a comprehensive brochure promoting the Education/CETA Linkage concept throughout the state. For that purpose the state was divided into three major areas with a staff consultant assigned to each area. The brochures were to be used at workshops conducted by those three staff members at the local level as well as disseminated through statewide conferences and workshops. As a part of the writer's contribution to that brochure, she read each of the 18 sub-contracts and wrote a synopsis of each to become a part of the information going into the Education/CETA brochure. Included were names of agencies involved in the Linkage, who initiated the Linkage, name of director, the length of time for training, the amount of the contract, and the activity being conducted. The total brochure was designed so it could have additional pages at a later date. Presently, project overviews are being written for the thirty-two sub-contracts now in operation.
Those pages will be added to the Education/CETA brochure and disseminated throughout the state.

During the summer, 1980, extensive interviews were conducted with many of the Education/CETA Linkage projects in operation the previous year. The interviews were done in an effort to identify the factors and conditions present that foster successful linkages. Much data had been gathered and reports written on barriers to successful linkages, therefore, the Eastern staff wanted to present a more positive view, to find the common threads that appeared over and over again in successful linkage projects. In November the assignment to write the final report using data already gathered was given to Joyce Felstehausen, a colleague of the writer. The writer's assignment was to assist her in any way possible. She planned the process and we began to work. Four specific personnel were interviewed from each project; the CETA Administrator, the Education Administrator, the teacher/educator and the CETA staffer. In some cases all the information was not complete. Telephone calls were placed and data collected to give credibility to those projects selected. Projects were selected for study based on their educational region and if they were with a Prime Sponsor or a Balance of State CETA Agency. Once that distribution was selected and interviews completed, we began to break down the information. Cards were typed with one question and response per card and coded as to which of the four personnel made the response. That exercise was most interesting and took us days to complete. After the cards were typed we could sort and re-sort them into areas such as communication, commitment, planning and development, credibility, etc. From that
point we could begin to chart some responses and find trends. Cards would then be resorted for another topic and data analyzed. When findings were completed and explained we began to draw conclusions and make recommendations.

The abstract was written and the entire paper assembled with Acknowledgements, List of Tables, List of Figures, Introduction, Methodology, Findings, Conclusions and Recommendations, and References. The writer's input was to conduct the interviews necessary with appropriate personnel at the various projects, to assist in all aspects of Chapter III, Findings. The tables were developed and explanations written by each of us, some sections were done totally by Joyce or the writer. Conclusions and Recommendations were written as a cooperative effort to mesh our ideas.

**Short and Long Range Plan**

Spring semester, 1981, began with a concentrated effort on the part of the Liaison Officer to write the Short and Long Range Plan for Vocational Education at Eastern Illinois University. In February a Committee from OTE was appointed to work on the plan with the Liaison Officer/Intern. The Intern's assignment at that time was to do whatever was necessary to get the plan written and submitted to DAVTE by April 1, 1981. On February 20 and 21, the Planning Committee and other faculty members met at the University of Illinois for a two-day working retreat. The guidelines to write the Short and Long Range Plan had been distributed by the Research and Development Unit of the Department of Adult, Vocational and Technical Education. Included in those guidelines
was an activity labeled "institutional development." R & D unit asked each university to prioritize activities that could become a capacity building function for the institution and attached a budget figure. It was the purpose of the February working retreat to focus on what we felt was important to Eastern in terms of vocational education. Through a brainstorming session, several ideas were suggested. As the ideas came from faculty, they were written on a flip chart. Once the process began to slow down, we stopped and discussed many of the ideas. Then by process of the nominative group technique, we began to prioritize those ideas. We found the first five to be nearly common to all as priority items. They were: 1) to actively promote Occupational Education - a public relations program, 2) to encourage innovative methods to increase staff effectiveness, 3) to continue the Special Needs Catalyst functions, 4) to expand the outreach program, and 5) increase the commonality efforts between schools and departments involved in Occupational Teacher Education. Once those were identified we went into small groups to plan activities that could assist Eastern in obtaining those goals. When the small groups had a list of activities they shared with the total group and some discussion followed. The final step was once again for small groups to determine what steps were necessary to implement an activity. At the conclusion of the retreat, the foundation was laid for the compilation of the total Short and Long Range Plan. The institutional development objectives were presented to the full OTE Committee and voted on to the affirmative.

The task at hand was to gather, assemble and write the various sections of the plan. It was to be in three sections, Part I -
University Short & Long Range Plan, Part II - Funding Agreement for University Occupational Education Coordinator, Part III - Prospectuses. University information was easily gathered from offices and departments. That section included administrative structure, overview of existing program, actual and estimated enrollments, actual and estimated graduates, placement of FY80 graduates and vocational education faculty list of names and degrees with subject area. Section 2 is the University Plan for Vocational Education with the statement of the University Mission and University Goals, Objectives, and Activities. Section 3 is a list of continuation projects and abstracts funded by DAVTE--Eastern holds seven contracts. Section 4 is a list of prospectuses for which funding is being sought. In order to have a prospectus to submit, the writer went to each school and department involved in the plan and talked with faculty about submitting a prospectus. Guidelines and a scoring chart were supplied to all interested faculty. The prospectus was intended to be a short concise paper of not more than five pages addressing five specific topics: 1) Rationale, 2) Objectives and Procedures, 3) Expected Impact, 4) Staff Needs, and 5) Budget. We generated six prospectuses to be submitted as Part III of our plan. Section 5 of Part I is the appropriate university signatures.

Part II of the Short and Long Range Plan was most interesting and thought provoking. There are ten sections with one section having five sub-sections. 1) Funding agreement form, 2) assurances, 3) project abstract, 4) itemized budget, 5) brief narrative with objectives and procedures of (a) Liaison office, (b) Leadership interns, (c) University faculty development, (d) Top university priority for institutional
development, and (e) Teacher recruitment, retraining, and retention. In each of the five areas above, a form was provided for a statement of Management Objectives with Planned Procedures and Costs. Those objectives and procedures were written with the assistance of the Liaison officer. Section 6) Project staff and qualifications, 7) Facilities, 8) Deliverables, 9) PERT Chart, and 10) Appendix to Liaison contract of resumes of project staff. Part II was not as easily assembled and needed much thought and care in writing. Other staff members had direct input in many areas. The PERT chart was totally developed by a staff person in the Occupational Education Office. The five sub-topics are really the heart of the plan that affects the membership of the OTE Committee.

Part III of the Short and Long Range Plan is the actual prospectuses submitted by various faculty members. The six submitted are:

1. Needs assessment for Occupational Program Planning - from Home Economics
2. Construction Trades Workshop - from Technology
3. NLP Workshop - from Educational Psychology Curriculum
4. Field Evaluation of Construction Trades Curriculum - from Technology
5. Early School Learner Guide - from Project Director
6. Target 2000 - from the Occupational Education Office

Target 2000 is a prospectus submitted by Joyce Felstehausen and the writer to assist teachers in obtaining the required 2000 hours work experience to have a reimbursable program in secondary schools.
Each senior institution submitted a Short and Long Range Plan with Part III - prospectuses totaling 109 in the State of Illinois. A committee comprised of managers and unit chiefs in the DAVTE office read all 109 prospectuses and ranked them in order. Using the Delphi method, 23 were selected and distributed for further ranking. With that round of scores the Target 2000 is ranked second in the state.

Should the project be funded or not depends solely upon federal unobligated money to Illinois. Some official notice is expected regarding the future of the project by September, 1981.

When the plan was submitted to DAVTE on April 1, 1981, the appropriations from Congress were still not settled. It now appears that vocational education has suffered a 12.5 percent reduction in funds for FY 82. With the news of the line item cuts in the Illinois vocational funds, each Liaison officer was called to DAVTE to negotiate the new contract. Drastic financial cuts had to be made and agreed upon by each university. Prior to that negotiation meeting, the OTE Committee held a two-day retreat at Allerton Park in Monticello.

3 R's Project

The University of Illinois has a contract with DAVTE to provide vocational teacher recruitment, retention, and retraining (3 R's) and has sub-contracted a portion of the money to each senior institution to assist in local efforts with the project. Eastern chose to use the allocation on a retreat for interested occupational teachers in any of the six departments and schools. Twenty-eight faculty members
attended the two-day session. The attendance was Home Economics - 5, Technology - 5, Business Education - 2, Health Education - 6, Educational Psychology & Guidance - 1, Secondary Education & Foundations - 2, Occupational Education - 4, Program Presenters - 2, and Eastern Illinois University Vice President Stanley Rives.

The retreat was based on the University's Short and Long Range Plan in general and the following topics specifically:

1. encouraging commonality efforts between schools and departments involved in occupational staff development,
2. promoting University occupational staff development,
3. expanding the outreach program of occupational education within the University and local educational agencies,
4. meeting special and multi-cultural needs for occupational teacher educators.
5. continuing to identify and select means of meeting recruitment, retention, and retraining needs in occupational education.

The five topics, plus an agenda for staff motivation and stress management, formed the basis for the two-day retreat. The first general session was held to give an overview of the retreat, a historical perspective and to establish retreat priorities. From that, small groups were assigned giving each group a major topic of discussion. The small groups then met to discuss strategies possible to meet the goals of the retreat and the plan. The small groups provided an opportunity for staff to discuss and interact regarding topics that are important to everyone. Late in the afternoon the total group met together for reports from the small groups. This gave
all in attendance the opportunity to provide input to the retreat topics. The evening hours were spent with two University instructors conducting a motivation and stress management workshop.

The second day was a general session to review the previous day's work. Small groups were again given the assignment to prepare final recommendations to present before the total group. When the total group met and recommendations were given the group had had an impact on the small group reports. Reports were given based on the activity each group felt was the most important and ranked activities in priority order. After each of the six topic areas were reported to the total group, the total group was asked to rank the six major topics in the following order of importance using the nominative technique: 1) recruitment, retention, and retraining, 2) publicity and public relations, 3) expanding outreach, 4) special and multicultural needs, 5) staff development and 6) commonality efforts. When this activity had been completed, Dr. Rives talked to the group about university goals and expressed his interest and enthusiasm for the type activity they had conducted.

As the Liaison Officer left for Springfield to negotiate the FY 82 contract, he had information and support from the Occupational Teacher Education Committee at Eastern regarding their priorities and what they felt were going to be important topics. The basis for cutting original recommended budget figures had been established and the Liaison Officer truly acted as a liaison between the University and the state office.
Education/CETA Linkage Pamphlet

The final activity in which the author participated as an intern was the development of a small Education/CETA Linkage pamphlet explaining steps to planning and implementing a linkage project. The total pamphlet was sub-contracted out of the office, however, the author wrote all the original information for the rough draft. The design and format are unique and follow the same concept as the large brochure. After three or four edits with other staff members, the copy was approved and ready for the press run. It should be disseminated at the Fall Conference in September.

Miscellaneous Activities

During the spring semester two students were assigned to the writer as independent students enrolled in Career Occupations 4800. With the assistance of other staff members the writer believes they had a variety of experiences and grasped the concept of vocational education.

Throughout the year the writer traveled to Chanute and to Danville to assist in the recruitment efforts in those outreach areas. The writer attended Registration Day and advised students on course work in the Career Occupations degree program. The OTE Committee met once a month and the writer attended those meetings. As the staff development sub-committee met sometimes twice a month and had on-going activities the author served as the staff person to write minutes, keep fiscal records, correspond with grant applicants and the DAVTE office, and to keep the chairperson updated on all of the above. The
writer felt that this experience was most beneficial in dealing with varied ideas on what staff development means.

During the year the writer has attended workshops and conventions at the university, state and national level. The outstanding conventions have been the Illinois Vocational Association (IVA) in February, and the American Vocational Association (AVA) in December in New Orleans.

It is my pleasure to add to my field experience that in December, 1980, at AVA, I met a vocational education administrator from Minnesota. We were married June 18, 1981, and I will be seeking a position in vocational education in the Minneapolis area this fall.
CHAPTER III

Recommendations

The leadership intern in Vocational and Technical Education experience has been the high point of my career. The experiential and formal learning that took place during the year has been beneficial in searching for vocational positions. Should the program be continued for an indefinite period of time or even for the next year, the following is offered as recommendations for future interns and their supervisors:

I. A draft guide was drawn by the Department of Adult, Vocational, and Technical Education based interns for the purpose of explaining the program to prospective candidates. That guide in its entirety should be completed and published for distribution to various institutions for higher education as well as to Area Vocational Centers and comprehensive high schools. The guide responds to the following series of questions with short precise answers:

1. What is a leadership internship in Vocational and Technical Education?

2. What is the purpose of such an internship?

3. How and why were the internships begun?

4. What can an internship do for me?

5. Are there different types and locations of internships?
6. Do I get paid?
7. Are there any fringe benefits, vacation, sick leave?
8. How long is the internship?
9. What is expected of me?
10. To whom am I responsible/to whom do I report?
11. Are there any recommended experiences or activities?
12. What are other possible opportunities for experience?
13. How much travel is involved?
14. What reporting or other paper work is required during the internship?
15. How am I to be evaluated?
16. Is enrollment in a University required?
17. Is an intern a student or a member of the professional staff?
18. How and when are interns selected?
19. What qualifications are sought of applicants who are interested in a Leadership Intern?
20. Of what value to me are other interns?
21. Should I move to Springfield for a DAVTE based internship?
22. Is housing available?
23. What happens at the end of the internship?
24. How can I apply?
25. Where can I get more information?

Once all of these questions are answered, a new Intern should have a sense of what was expected the following year as well as
the flexibility for self direction.

II. During the course of the year it was discovered that some interns were doing a large amount of traveling while others were not. It was also brought to our attention that the Department of Adult, Vocational and Technical Education and the various universities were paying different reimbursement rates for the same types of travel. This was discussed several times by the entire Liaison Council as these kinds of discrepancies also affected their contracts with the DAVTE office. The possibility of having all the universities and the Illinois State Board of Education come under one travel regulation was highly unlikely as that would take legislative action. It was therefore suggested that the state department reimburse each university at its own rate and not disallow expenditures and question costs at audit visits. This policy did affect the interns as travel budgets were set with each University prior to employment. The procedure was in process to correct or change the policy that would have assisted the new interns. It was also apparent that the amount budgeted for each intern for travel was far too small an amount. Each University requested budget modifications as funds were available in other line items that were transferred to travel. In another year, more funds would need to be originally budgeted for travel for the interns.

III. Many meetings and conferences took place in Springfield during the year that would have been beneficial for the University
based intern to have attended. As communications were not always the best, there should be some mechanism in place for all state interns to have access to all meetings and conferences available for them to attend.

IV. Following recommendation III, there should be available an "internship" for the intern. It would be most beneficial for a University based intern to spend a week or more in the Department of Adult, Vocational, and Technical Education office in Springfield. For example, the reporting that is required of the comprehensive high schools is assembled in the DAVTE office, further reports compiled and submitted to Washington. Budget modifications are requested at a lower level and must all be in line with the state department's budget. The Three-phase Evaluation System is culminated at the state level through planning, implementation, and evaluation. It would be beneficial to be able to see first hand the trends that are being set across the state. Those of us placed on individual campuses developed expertise in the workings of our campuses, however it would also have been to our advantage to visit other campuses to see different organizations and structures of vocational and technical education. These are necessary aspects of the internship program if they were truly to develop leadership in Vocational and Technical Education in Illinois.

V. A basic problem was becoming involved in the day-to-day routine of the specific office in which you worked. All the interns based on the campuses at some point expressed that concern.
The new interns should strongly be urged to keep in mind their personal objectives and not get caught in routine tasks. Most activities within a specific office were very interesting and had merit as a learning device, however, many times campus politics were also involved that disregarded professionalism.

VI. Each University had specific requirements to maintain student status and different classifications for the interns. It should be common procedure for a student to register for course work as an intern, to get the proper parking lot assignment, to be able to purchase student and dependent insurance, and to receive a pay check without explaining to each specific office what an intern was and who was responsible. The Graduate School could develop a policy for each new intern to follow to get those "red-tape" items taken care of with minimum problems. Coursework requirements for the internship should be one course per semester as Independent Study. Many interns could not attend meetings they should have due to campus commitments. The Department of Adult, Vocational, and Technical Education should set some priorities on what is more important for them in the internship, formal course work or the experiential learning each institution and division can provide.

VII. Each intern should develop a personal career goal they wish to obtain during the year long internship program, describe activities that could assist them in obtaining that goal, and
set out to accomplish the ultimate goal. Many interns were enjoying the experience and the first of the year came and questions began to be asked, what do you want to do at the end of June. Many began to look around and see what was available in jobs and not really looking for a career step. Perhaps in years to come when a follow-up study is conducted there will be many of the fourteen in leadership positions. At the end of the Internship year, many were going back into areas they had been in formerly but with new goals on the horizon. All had personal career goals established, if not written, for 1981-82. When DAVTE conducts the Leadership Intern follow-up study, only at that time will the state office determine if their funds were well spent.
APPENDIX A

Original Objectives
Goal Statements
OBJECTIVES OF THE EASTERN BASED INTERN

1. Assist the Eastern Illinois University Liaison Officer in fulfilling and implementing the project objectives of the liaison contract with the Illinois Department of Adult, Vocational, and Technical Education and the Illinois State Board of Education.

2. Participate in the development and writing of the University's One and Five-Year Plan for Occupational Education Professional Personnel.

3. Assist the Director in internal office management, writing and soliciting proposals, planning and coordinating activities of the Liaison Office.

4. Attend selected meetings, conferences, workshops regarding vocational education. Attend monthly liaison meetings with the officer. Attend Occupational Teachers Education (OTE) committee meetings and serve as fiscal officer for the sub-committee on Staff Development.

5. Participate in the Bachelor of Science degree in Career Occupations (BSCO) Program by:
   - Advising new students of requirements
   - Checking lists of equivalencies for transfer
   - Attending OED course with present instructor
   - Teaching a section of OED as a substitute
   - Evaluating portfolio of work experience for course credit

6. Engage as an active participant in the CETA/Educational Linkage Grant housed in the Occupational Education office by:
   - Attending staff meetings
   - Assisting in the fiscal management when needed
   - Participate in the planning process
   - Supply local CETA knowledge to Project Director
   - Encourage local LEA/CETA participation
   - Attend selected state-wide conferences, workshops and meetings

7. Coordinate and assist contract participants to carry out contractual objectives.

8. Serve on at least two program evaluation teams in FY81.

9. Enroll in graduate work at Eastern to equate full-time student status.

10. Maintain a weekly log of activities, contacts and expenses.

11. Write a final report of accomplishments of the FY81 internship.

12. Other activities as assigned by Liaison Officer, Dr. Charles Joley.
GOAL: To become familiar with Occupational Programs at Eastern Illinois University

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<tr>
<th>OBJECTIVES</th>
<th>ACTIVITIES</th>
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<tbody>
<tr>
<td>To participate in Occupational Teacher Education (OTE) Committee meetings involving: Health Education Dept. School of Home Economics Business Education and Administrative Office Mgt. School of Technology Secondary Education and Foundations Dept. Educational Psychology and Guidance Department at Eastern Illinois University.</td>
<td>Attend regularly scheduled monthly meetings of OTE committee on campus. Conducted ERIC search for administrative structures of vocational education in higher education. Met with new Dean of the School of Education to introduce him to the Occupational Teacher Education committee role and the Career Occupations program. Met with staff of the School of Technology with Director of Occupational Education program to respond to questions regarding future administrative placement of that program.</td>
<td>Become familiar with the history, role, and function of the OTE committee at Eastern. Collected data on administrative structures of vocational education to present to OTE committee for review. Assessed the Dean's feelings regarding the degree program being outside the School of Education. Became aware of the feelings of the staff of Technology school both pro and con regarding the Bachelor of Science degree program in Occupational Education.</td>
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<tr>
<td>To serve on the OTE Sub-committee for (1) Staff Development.</td>
<td>Established, with the Chairperson, meeting dates, time and place. Sent notices to all members of the sub-committee</td>
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<tr>
<td>Determined appropriations available in each category of expenditures.</td>
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<td>Developed cover letter, mini-grant and workshop request forms and distributed to all staff members of the OTE membership.</td>
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<td>(SEE Appendix A)</td>
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<tr>
<td>Compile and distribute minutes of all staff development meetings.</td>
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<td>Established deadline dates for proposals to be submitted to the committee for review.</td>
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<tr>
<td>Met committee and Director of Occupational Education to review purpose of staff development monies.</td>
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<td>Processed requests approved by the committee through Director of Occupational Education and the fiscal management.</td>
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<tr>
<td>Provide technical assistance to grantees.</td>
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<td>Became aware of the desire of staff members to develop personal skills in vocational education.</td>
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<td>Coordinate a system of communication between individual staff members, the chairperson, the committee, and the Director of Occupational Education.</td>
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<td>Demonstrated the ability to respond to staff questions regarding reimbursement claims.</td>
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<tr>
<td>Awards have been made to 10 staff members for mini-grants and 4 workshops have been funded.</td>
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<td>GOAL:</td>
<td>OBJECTIVES</td>
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<tr>
<td>(2) Curriculum Development</td>
<td>To assist the Eastern Liaison officer in fulfilling and implementing the objectives of the liaison contract with I.S.B.E./D.A.V.T.E.</td>
<td>Attended organizational meeting of committee.</td>
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<td></td>
<td></td>
<td>Met with Director of Occupational Education and acting Vice President for Academic Affairs on three occasions to discuss the role of the Liaison officer in addition to the Career Occupation program.</td>
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</table>
GOAL: To become aware of vocational programs in Illinois and U.S.

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<thead>
<tr>
<th>OBJECTIVES</th>
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<tbody>
<tr>
<td>To attend selected meetings, conferences, and workshops</td>
<td>Participated in the workshop held in Champaign for New Team Leaders in the 3-Phase evaluation system.</td>
<td>Wrote conclusions, recommendations, and suggested activity from a case study.</td>
</tr>
<tr>
<td>regarding vocational education</td>
<td>Visited Project STAY (Support Training for Area Youth) at the Charleston High School and discussed program and career goals of students with the Project Director.</td>
<td>Gained information used to support funding theory in the district.</td>
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<tr>
<td></td>
<td>Testified at SACVE public hearing in Mt. Vernon regarding the funding of DAVTE Interns as well as the Project STAY at Charleston High School and its continuation at the expense of CEBE (Career Experienced Based Education).</td>
<td>Informed others that seed programs were not being funded by schools due to increasing budget problems. (SEE Appendix B)</td>
</tr>
<tr>
<td></td>
<td>Attend regular monthly meetings of Region 9 J.E.D. (Jobs for Economic Development) committee as a member.</td>
<td>Obtain information regarding local industry training programs.</td>
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<td></td>
<td>Discussed Internship with Home Economics Graduate Council along with DAVTE Intern and Liaison officer.</td>
<td>Generated interest in the internship program of possible candidates.</td>
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<td>GOAL:</td>
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<th>OBJECTIVES</th>
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<tbody>
<tr>
<td>To attend monthly Liaison meetings with Eastern Liaison officer.</td>
<td>Regularly attend the Liaison meetings.</td>
<td>Met vocational education leaders in the State of Illinois</td>
</tr>
</tbody>
</table>

**OBJECTIVES**

- Attended Project Directors Workshop in Champaign.
- Attended AVA in New Orleans:
  - State Directors Meeting
  - Region III Reception
  - Exhibits
  - WECEP presentation
  - Education/CETA presentation
  - Delmar Publishers Reception
  - U of I Alumni & Friends
  - Val Par Reception
  - Louisiana Reception
  - CARPS Openhouse

**ACTIVITIES**

- Became aware of new rules and regulations regarding travel and publications, the dissemination process and clearing house, and various guidelines for proposal writing.
- Met leaders in vocational education from:
  - Minnesota
  - Illinois
  - Missouri
  - Indiana
  - Louisiana
  - Delaware
  - Georgia
  - Maine
  - New Jersey
  - Texas
  - New Mexico
  - Kansas
  - Iowa
  - Wisconsin
  - Michigan
  - Ohio
  - Wyoming
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**GOAL:** To become aware of Alternative Education at Eastern Illinois University.

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<tr>
<th>OBJECTIVES</th>
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<tbody>
<tr>
<td>To participate in the Bachelor of Science degree program in Career Occupations (BSCO) as administered by the Office of Occupational Education at Eastern.</td>
<td>Viewed slide/tape presentation of requirements, options and benefits of the BSCO degree.</td>
<td>Became acquainted with the requirements necessary to enter the program and how it can be used when completed.</td>
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<td></td>
<td>Advised prospective students at Chautne Air Force Base and Danville Area Community College of program.</td>
<td>Talked to 15 students at DACC about program. Many enrolled in the degree program Fall '80.</td>
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<tr>
<td></td>
<td>Compiled pre-requisite equivalencies with Danville Area Community College, Richland Community College, Parkland Community College for Phase I of the MBA program for transfer to Eastern.</td>
<td>Conferred with Records office and School of Business to compile list for program coordinator.</td>
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<td></td>
<td>Attended weekly class sessions of OED 4810 at Chautne Air Force Base.</td>
<td>Observed adult students working to become aware of themselves in order to make career decisions.</td>
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<td>Observed strategies and techniques used in classroom setting to develop the theory of careering as a life long process.</td>
<td>Viewed vocational education as comprehensive and developmental programming.</td>
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<td>OBJECTIVES</td>
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<tr>
<td>Toured VOTEC (Danville) with Chanute section of OED 4800.</td>
<td>Listened to local educators share their methods of teaching careers at various levels.</td>
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<tr>
<td>Worked the GIS (Guidance Information System) for Career Occupations with on-line computer printer.</td>
<td>Read papers, generalization cards of students and took part in classroom group sessions.</td>
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<tr>
<td>Organized a class presentation on curriculum development of pre-employment skills.</td>
<td>Met Paul Wasser and became aware of the programs his school has to offer.</td>
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<td>Taught the section of OED 4810 dealing with areas of interest as related to jobs.</td>
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<td>Developed forms for students to complete giving information gained from their interest tests.</td>
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<td>Students selected ten occupations from a list of 25 in their interest area and then retrieved more detailed information on skill levels, job descriptions, wages, etc.</td>
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<td>Led the class through the process of curriculum development by giving specific guidelines for each group. Divided class into</td>
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**GOAL:**

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<tbody>
<tr>
<td>Met with acting Vice President for Academic Affairs and Director of Occupational Education regarding the N.E.P.R. (New and Expanded Program Request) for making Danville and Decatur extension sites to offer BSCO program officially.</td>
<td>4 groups with topics to cover. Developed a four-week package of sequential activities that could be used in a classroom.</td>
<td>Advised to wait until new Vice President was hired and an academic home secured for the BSCO degree program.</td>
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</table>
GOAL: To be involved in the CETA program in Illinois.

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<tr>
<th>OBJECTIVES</th>
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<tr>
<td>To maintain an active role in the Education/CETA Linkage grant housed in</td>
<td>Transferred reimbursement claims from DAVTE forms to DCCA forms.</td>
<td>Became aware of various line items used by different agencies requesting the</td>
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<td>the Occupational Education office at Eastern.</td>
<td>Recorded claims in Eastern books for local contract control.</td>
<td>same data; Amounts had to be broken out differently for each agency involved.</td>
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<td>Met with staff of Decatur Linkage project.</td>
<td>Learned of funding of other Linkage projects in Illinois.</td>
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<td>Developed a form to compile information on each sub-contract for easy</td>
<td>Became aware of each sub-contract by reading the contents of package.</td>
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<td>reference.</td>
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<td></td>
<td>Wrote a brief synopsis of each sub-contract program activity.</td>
<td>Brochure printed for Education/CETA Linkage project at Eastern included the</td>
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<td>project descriptions. (SEE Appendix C)</td>
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<td></td>
<td>Introduced Project staff to local RMC Chairperson and Coordinator to</td>
<td>Enabled both parties to better understand the role of Eastern with local CETA</td>
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<td></td>
<td>discuss Linkage funding mechanism.</td>
<td>administrators.</td>
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<td></td>
<td>Developed overview of Education/CETA Linkage funding mechanism to present to</td>
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<td>the RMC, Region 9.</td>
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<td></td>
<td>Attended staff meeting of Education/CETA Linkage project.</td>
<td>Became aware of course offerings at higher education level for CETA staff.</td>
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<tbody>
<tr>
<td>Assisted staff member in writing the final report for FY '80.</td>
<td>Familiar with funding difficulties experienced by DAVTE as two different fiscal years are involved with the Linkage grant.</td>
<td>Conducted interviews with Educational Admin., Educators, CETA Administrators, and CETA staff to complete information gathered during the summer. Necessary information needed to have a valid study. Telephone interviews were completed at four sites.</td>
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<td>Held brain-storming session with representatives of four areas, used nominative process to develop list of elements necessary for successful linkages.</td>
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<td>Field tested list with two other sets of CETA and Educational personnel.</td>
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<td>Began to chart the findings of the study through interviews.</td>
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<td>Final Report enclosed as part of this report. (SEE Appendix D)</td>
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<td>NOTE: My contribution to the</td>
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GOAL:

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<td>Final Report is in Chapters III, Findings, and IV, Conclusions and Recommendations.</td>
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GOAL: To write and submit a grant for funding.

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<tr>
<td>To assist the Director of Occupational Education in writing and soliciting proposals and planning and coordinating the activities of the office</td>
<td>Attended a Graduate Seminar in Business Education as guest speaker.</td>
<td>Fielded questions regarding 3-Phase evaluation system and CETA programs.</td>
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<td>Met with Director of Public Service and Development office regarding micro-computer project in Lake county</td>
<td>Searching for funding sources to tap into program and develop curriculum.</td>
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<td></td>
<td>Responded to a RFP (Request for Proposal) from DCCA (Department of Commerce and Community Affairs) for a Title VII grant.</td>
<td>Visited micro-computer lab at Eastern and played games with a ten year-old.</td>
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<td>(SEE Appendix E)</td>
<td>Met with Director of Grants and Research, Director of Traffic Safety and owner of CTS (Chauffeur's Training School), Albany, N.Y.</td>
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<td>Coordinated a meeting with the above and DCCA Unit Chief to discuss Title VII possibility.</td>
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<td>Divided sections of RFP and wrote the detail program.</td>
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<td>Coordinated the compilation of the grant application and supervised the typing.</td>
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<tr>
<td>Arranged a meeting with new Executive Director of Coles County Regional Planning Commission (CCRP) and Eastern's Director of Grants and the Director of Occupational Education.</td>
<td>Contacted local chairperson of JED committee for signed approval at the local level.</td>
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<tr>
<td>Attended a workshop given by Board of Higher Education on New and Expanded Program requests (NEPR).</td>
<td>Arranged local CETA agency sign-off.</td>
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<td>RFP passed the PIC (Private Industry Council) review.</td>
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<td>Met with DCCA fiscal staff to finalize contract and budget forms.</td>
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<td>Compiled information for the PPS (Program Planning Summary) for final budget approval.</td>
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<td>Funded to begin March 1, 1981.</td>
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<td>Shared information that would be useful to both parties. Set a standing appointment time to discuss sources of funding and possible collaboration of future grants.</td>
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<td>Became aware of long term planning at very high levels and the competition of state universities for monies.</td>
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**GOAL:** To become familiar with the Three-Phase evaluation system.

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<tr>
<td>To serve as a team member on at least two evaluations of vocational programs at schools in FY '81.</td>
<td>Participated in the Century #100 on-site visit with Harold Finn, RVA, and Andy Hopsin, Harrisburg Educator.</td>
<td>Suddenly became aware of the small rural school problems. Although joint agreements exist with Tamms Vocational Center, jobs are not available in the area once students are skilled.</td>
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<td></td>
<td>Interviewed teachers in Special Education, Home Economics, and Business Education.</td>
<td>Found course to be sequential, however, one teacher had not attended a workshop or conference in over three years. Another was extremely active in organizations in her field at both the state and local level. Assisted in writing the commendations and recommendations.</td>
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</table>
GOAL: To further professional career by seeking advanced degree.

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| To enroll in graduate work at Eastern to equate full-time grad student status. | Met with Dean of Graduate School to discuss:  
- hours for full-time status  
- payroll procedure  
- insurance, dependent insurance  
- keys  
- space  
- parking permit  
- ID validation  
- tax free status | Obtained all the items on the list from 8 different offices after a complete definition of "intern" given. |
| Enrolled in five day summer workshop on Non-Traditional Education in the 80's. | Met with Educational Psychology and Guidance Department about Specialist degree. | Completed 1 hour workshop, filed the position paper, received an A. |
| Met with Chairperson and staff of Educational Administration Dept. regarding requirements for their Specialist degree. | | Developed a personal program to do as much independent work as possible. Outcome would not be usable to me. |
| Enrolled Fall Semester for:  
5910 Internship 3 s.h.  
5920 Internship 3 s.h. | | Developed a personal program to fit the needs and use all the hours accumulated. Gave a great deal of freedom in independent work possible. Could finish specialist degree in one-year. |
<p>| Received A grade in 5600. | | |</p>
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<th>OBJECTIVES</th>
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<tr>
<td>5990 Ind. Study</td>
<td>3 s.h.</td>
<td>Completion of balance of course work by March 1, 1981, to remove &quot;incomplete&quot; marks.</td>
</tr>
<tr>
<td>5600 Intro to Organ. &amp; Adm.</td>
<td>3 s.h.</td>
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</table>
**GOAL:** To provide an overview of Intern experiences.

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<th>OBJECTIVES</th>
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<tbody>
<tr>
<td>To maintain a weekly log of activities, contacts and expenses. (SEE Appendix F)</td>
<td>Developed forms to keep records of daily activities.</td>
<td>Compile information of daily occurrences in a written format.</td>
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<td></td>
<td>Drafted objectives for EIU Intern</td>
<td>Analyze information in daily logs to see if meeting the objectives set down.</td>
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<td></td>
<td>Figure and submit travel reimbursement claims to office manager.</td>
<td>Ability to change program if objectives are not being met.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Travel expenses usually exceed reimbursement amount.</td>
</tr>
</tbody>
</table>
GOAL: To broaden knowledge base of activities/functions present locally.

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>ACTIVITIES</th>
<th>OUTPUT/OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>To perform miscellaneous activities as office routine demands.</td>
<td>Registered and pre-registered former students or off-campus students for on campus courses and workshops.</td>
<td>Become better acquainted with the process of &quot;getting things done&quot; and &quot;working through the system&quot; on campus.</td>
</tr>
<tr>
<td></td>
<td>Met with Affirmative Action Officer to discuss internal Administrative Intern program.</td>
<td>Learned the union contract has nearly stopped the intern program from functioning.</td>
</tr>
<tr>
<td></td>
<td>Set in on an oral examination of a Specialist candidate in Educ. Psychology and Guidance Dept. at their invitation.</td>
<td>Saw first hand what would be expected of me when a paper is presented and asked to defend the contents.</td>
</tr>
<tr>
<td></td>
<td>Made Housing arrangements for Polish visitors to campus in December (trip later cancelled).</td>
<td>Worked with another group of people on campus that Occupational Education has little contact with - (old office mates of mine).</td>
</tr>
<tr>
<td></td>
<td>Discussed Eastern's Accessability plan with Institutional Planner.</td>
<td>Learned of Eastern's immediate plans to make programs available to all students and the amount budgeted for this year and what is mandated in the law for access.</td>
</tr>
<tr>
<td></td>
<td>Attended Homecoming luncheon where Jim Galloway and Teresa Bennett were honored as Distinguished Alumni.</td>
<td>Mrs. Bennett was my high school English teacher. Mr. Galloway is the State Director for Vocational Education, Illinois State Board of Education.</td>
</tr>
<tr>
<td>OBJECTIVES</td>
<td>ACTIVITIES</td>
<td>OUTPUT/OUTCOMES</td>
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<tr>
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</tr>
<tr>
<td>Toured the Word Processing unit at Chanute Air Force Base.</td>
<td>Impressed with machines, operators, management, organization, and general appearance of unit.</td>
<td></td>
</tr>
<tr>
<td>Toured Eastern's Solar home being built jointly by Reasor Corporation and School of Technology.</td>
<td>Learned techniques of using the sun to heat homes, how to better use insulation, a basement, a greenhouse, furnace, and air conditioner.</td>
<td></td>
</tr>
<tr>
<td>Visited Career Planning and Placement Office at Eastern.</td>
<td>Became aware of the fragments of career development offered at Eastern, needs to be a concentrated effort to pull it all together to better serve students.</td>
<td></td>
</tr>
<tr>
<td>Viewed CEBE (Career Experience Based Education) slide/tape presentation the students at Charleston High School had developed last year.</td>
<td>Students had produced the presentation that explained their program to the masses. A worthy program lost funding this year at CHS.</td>
<td></td>
</tr>
<tr>
<td>Discussed CETA Title IV CHORE Service Program and visited with Director.</td>
<td>Understand the problems and successes being felt with the program. Offered assistance in working with local agencies.</td>
<td></td>
</tr>
</tbody>
</table>
**GOAL:** To become familiar with Occupational Programs at Eastern Illinois University. (Second Semester)

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>ACTIVITIES</th>
<th>OUTPUT/OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>To participate in Occupational Teacher Education (OTE) Committee meetings involving: Health Education Dept. School of Home Economics Business Education and Administrative Office Mgt. School of Technology Secondary Education and Foundations Dept. Educational Psychology and Guidance Department at Eastern Illinois University.</td>
<td>Continued to attend regularly scheduled monthly meetings of OTE committee on campus.</td>
<td>Increasing knowledge of the rule and scope of the OTE Committee on campus.</td>
</tr>
<tr>
<td>To serve on the OTE sub-committee for (1) Staff Development.</td>
<td>Met with the Chairperson and Committee members to review proposals for use of Staff Development monies.</td>
<td>Continued to coordinate a system of communications between individual staff members, the chairperson, the Committee and the Director of Occupational Education.</td>
</tr>
<tr>
<td></td>
<td>Monitored budget and line items for Occupational Education faculty.</td>
<td>Submitted budget modifications and rationale to Vice President for Academic Affairs for approval and to DAVTE Research and Development Unit.</td>
</tr>
<tr>
<td></td>
<td>Designed and distributed a questionnaire to all Occupational Education faculty regarding future use of staff development funds.</td>
<td>Tabulated responses for computer analysis. Made comparisons and wrote final report on responses for use by the Occupational Teacher Education faculty.</td>
</tr>
</tbody>
</table>
**GOAL:**

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
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</thead>
<tbody>
<tr>
<td>(2) Curriculum Development</td>
<td>Initiated interest and requested ideas for Eastern's share of the 3R's Project from the U of I.</td>
<td>Conducted brainstorming session as to activities possible at Eastern to Recruit, Retrain and the Retention of Vocational educators.</td>
</tr>
<tr>
<td></td>
<td>Attended Reauthorization Workshop at Eastern funded through Staff Development monies.</td>
<td>Process of law making was broken into simple procedures by presenter from Washington, D.C.</td>
</tr>
<tr>
<td></td>
<td>Attended Special Needs Workshop at Eastern funded through Staff Development monies.</td>
<td>Presentations by wide variety of experts in the special needs field.</td>
</tr>
<tr>
<td></td>
<td>Met with all Department Heads in the Occupational Teacher Education Committee.</td>
<td>Coordinated the cross listing of all Summer and Fall vocational education courses offered at Eastern.</td>
</tr>
<tr>
<td></td>
<td>Assisted in planning for the Health Education workshop with Dr. Fardy for Summer, 81.</td>
<td>Secured funding to support a guest lecturer of national recognition for Summer workshop for Health educators on cardiovascular diseases.</td>
</tr>
<tr>
<td>(3) To participate in the organization, development and writing of the University's Short and Long Range Plan for Occupational Education Professional personnel.</td>
<td>Planned and initiated organizational meeting on campus with EIU, OTE committee and DAVTE staff to review guidelines for completion of the Short and Long Range Plan.</td>
<td>Became familiar with the Department of Adult Vocational and Technical Education (DAVTE) guidelines for writing the Short and Long Range Plan.</td>
</tr>
<tr>
<td>GOAL:</td>
<td>OBJECTIVES</td>
<td>ACTIVITIES</td>
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<tr>
<td></td>
<td>Met individuually with each committee member to discuss information needed from them/their department, regarding vocational education at Eastern.</td>
<td>Organized and Coordinated a two day &quot;working weekend&quot; with the Planning committee for the purpose of establishing goals and priorities for occupational education.</td>
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<tr>
<td></td>
<td>Coordinated the compilation and writing of the Short and Long Range Plan.</td>
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<tr>
<td></td>
<td>Assisted in the development and writing of a prospectus submitted with the Short and Long Range Plan for consideration as a funded project.</td>
<td>Assembled the University Vocational Education goals and objectives and activities (all the projects) and matched them with the total University goals and objectives.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coordinated the compilation of the final parts of the Plan—the evaluation, impact and time tables necessary to implement the plan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sought support from Occupational Teacher faculty in terms of submitting prospectuses for possible Projects within the Plan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assembled all parts of the Plan for typing, assisted in collating the parts and addition of the covers.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delivered the completed Plan to DAVTE.</td>
</tr>
<tr>
<td>OBJECTIVES</td>
<td>ACTIVITIES</td>
<td>OUTPUT/OUTCOMES</td>
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<tr>
<td></td>
<td>Participated in a two day Retreat for OTE faculty held at Allerton Park for the purpose of developing methods to Retrain, Recruit, and Retention of vocational educators.</td>
<td>Worked in small groups to determine activities possible to accomplish goals as set forth in the Plan.</td>
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<tr>
<td></td>
<td></td>
<td>Worked with entire group to gain insight and further input as to activities.</td>
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<td></td>
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<td>Attended evening workshop designed to address Teacher Burn-out.</td>
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<td></td>
<td></td>
<td>Identified specifics necessary to accomplish each activity in small groups.</td>
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<td></td>
<td></td>
<td>Larger group heard reports, responded and we implemented the nominative group process to put goals in a rank order.</td>
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<td></td>
<td></td>
<td>Took all notes at the Retreat and gave to project coordinator for the final report.</td>
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</tbody>
</table>
GOAL: To become aware of vocational programs in Illinois and U.S. (Second Semester)

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>ACTIVITIES</th>
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</tr>
</thead>
<tbody>
<tr>
<td>To attend selected meetings, conferences, and workshops</td>
<td>Attended Illinois Vocational Association (IVA) Convention in Arlington Heights, IL</td>
<td>Presentation of Illinois Projects: Bi-lingual Project in Chicago area Native American Project in Chicago area Evaluation of Internal Vocational Programs</td>
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<tr>
<td></td>
<td></td>
<td>Attended IBETC (Illinois Business Education Teachers Council) with Eastern's Department Chairman.</td>
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<tr>
<td></td>
<td></td>
<td>Attended extensive reauthorization and mock hearing sessions, including speakers such as Jim Galloway, Rupert Evans, John Washburn, Representative Davis, IVA President Claar, and many more.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Visited the exhibits.</td>
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<td></td>
<td></td>
<td>Attended session on Career Counseling.</td>
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<tr>
<td></td>
<td>Attended three days of the American Personnel and Guidance Association (APGA) in St. Louis.</td>
<td>Met educators/counselors from: Illinois Missouri Indiana</td>
</tr>
<tr>
<td>GOAL:</td>
<td>OBJECTIVES</td>
<td>ACTIVITIES</td>
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<tr>
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</tr>
<tr>
<td></td>
<td>To attend monthly Liaison meetings with Eastern Liaison officer.</td>
<td>Attended 2 1/2 day Sex Equity Training workshop as a member of that cadre.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attended training session on VEDS (Vocational Education Data System) reporting.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Regularly attend the Liaison meetings.</td>
</tr>
</tbody>
</table>
|       |                                  | Attended Liaison meeting solely for the purpose of updating the Council on the legislative process. | Heard presentations of Illinois projects:  
Home Economics  
Business Education  
Technology  
Learned who to contact, how to contact, how and when to best get a response. Participants became more knowledgable and willing to respond to the request for informing local congress people about the needs in vocational education. |
**GOAL:** To become aware of Alternative Education at Eastern Illinois University. (Second Semester)

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>ACTIVITIES</th>
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</thead>
<tbody>
<tr>
<td>To participate in the Bachelor of Science degree program in Career Occupations (BSCO) as administered by the Office of Occupational Education at Eastern.</td>
<td>Offered the opportunity to teach a section of OED 4810 in Danville Spring, 81.</td>
<td>Decision made to pass up the opportunity to teach as several conflicts would arise in the Spring semester with the Internship.</td>
</tr>
<tr>
<td></td>
<td>Registered students at Danville Area Community College enrolled in the Career Occupations program.</td>
<td>Talked with several students and planned schedules and coursework for Spring, 1981.</td>
</tr>
<tr>
<td></td>
<td>Registered 5 people on campus for the Career Occupations program.</td>
<td>Walked commuting students through the Registration process on campus.</td>
</tr>
<tr>
<td></td>
<td>Assigned two students to supervise as Independent Study students in OED 4800.</td>
<td>Met with each student twice each month, gave projects to complete, discussed past activities and evaluated their progress in their projects.</td>
</tr>
<tr>
<td></td>
<td>Substitute taught a section of 4810 in Danville (Extension Ctr.).</td>
<td>Presented material on forms of careering, played the energy game, did the Graduate Information System worksheet and some futures information.</td>
</tr>
<tr>
<td></td>
<td>Recruited for BSCO Program in Danville Area Community College.</td>
<td>Talked to 12 people regarding their work history and how they could fit into the Bachelor of Science Degree program at Eastern.</td>
</tr>
</tbody>
</table>
GOAL: To be involved in the CETA program in Illinois. (Second Semester)

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
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</thead>
<tbody>
<tr>
<td>To maintain an active role in the Education/CETA Linkage grant housed in the Occupational Education office at Eastern.</td>
<td>Provided information necessary to design a &quot;How to..&quot; pamphlet for persons interested in developing an Education/CETA Linkage project.</td>
<td>Continued contact with Coordinator of project to pull the ideas together in an understandable, to the public, format.</td>
</tr>
<tr>
<td></td>
<td>Continued assistance with the Title VII grant for the Long Haul Truck Driving Training Program by preparing a list of all local CETA offices for publication of the start date of the training session.</td>
<td>Provided input into draft and final copy before pamphlet approved by DAVTE for printing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recruitment/publicity information was distributed to all local offices for intake of potential CETA trainees.</td>
</tr>
</tbody>
</table>
## GOAL: To write and submit a grant for funding. (Second Semester)

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
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</thead>
<tbody>
<tr>
<td>To assist the Director of Occupational Education in writing and soliciting proposals and planning and coordinating the activities of the office.</td>
<td>Met with Dan Bolin to discuss the start-up of Title VII grant. Met with Director of Grants &amp; Research regarding the RFP (Request for Proposals) CETA Title II grants available for state evaluation models.</td>
<td>Informed department of their responsibilities to the Title VII grant and reporting. Evaluated the RFP package and discussed the possible funding with the Department of Commerce and Community Affairs staff in Springfield and the Occupational Education Director and staff at Eastern. Decision made not to respond to the 1981-82 packet.</td>
</tr>
</tbody>
</table>
GOAL: To become familiar with the Three-Phase Evaluation System. (Second Semester)

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>ACTIVITIES</th>
<th>OUTPUT/OUTCOMES</th>
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</thead>
<tbody>
<tr>
<td>To serve as a team member on at least two evaluations of vocational programs at schools in FY '81.</td>
<td>Substitute taught the Occupational Homemaking course at Eastern Illinois University School of Home Economics.</td>
<td>With the assistance of Dr. Bill Hill, Supt. of Community Unit #1, Charleston, Illinois, we introduced planning for Secondary vocational education and presented an in-depth lesson regarding the three-phase evaluation system in Illinois.</td>
</tr>
</tbody>
</table>
GOAL: To further professional career by seeking advanced degree. (Second Semester)

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>ACTIVITIES</th>
<th>OUTPUT/OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>To enroll in graduate work at</td>
<td>Enrolled Spring Semester for:</td>
<td>Completed Ind. Study 5990 for 3 s.h. with B grade.</td>
</tr>
<tr>
<td>Eastern.</td>
<td>5990 Ind. Study 2 s.h.</td>
<td>Completed Internship 5910 and 5920 for 6 s.h.</td>
</tr>
<tr>
<td></td>
<td>6810 Seminar School Law 2 s.h.</td>
<td>receiving A and B grade.</td>
</tr>
<tr>
<td></td>
<td>6920 Field Experience 4 s.h.</td>
<td>Completed Ind. Study 5990 2 s.h. with A grade.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Received B. grade in 6810 Seminar in School Law</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Completion of 6920 Field Experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall Semester, 1981 for 4 s.h.</td>
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<tr>
<td></td>
<td></td>
<td>Total - 22 s.h. completed under Internship.</td>
</tr>
</tbody>
</table>
**GOAL:** To provide an overview of Intern experiences. (Second Semester)

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<thead>
<tr>
<th>OBJECTIVES</th>
<th>ACTIVITIES</th>
<th>OUTPUT/OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>To maintain a weekly log of activities, contacts and expenses.</td>
<td>Copies of weekly logs attached as documentation of this report.</td>
<td>Informed prospective interns of the EIU based intern duties and academic requirements. Took applications from them for future reference.</td>
</tr>
<tr>
<td></td>
<td>Assisted in presentation at the Illinois Vocational Association Conference to recruit possible Intern candidates for 1981-82.</td>
<td>Took names of possible candidates for the Internship position in 1981-82.</td>
</tr>
<tr>
<td></td>
<td>Recruited top quality candidate interested in being DAVTE based intern--has written letter of application using Eastern as the base school...will have to wait to hear before requesting leave of teaching duties. Funding for 1981-82 is the question.</td>
<td></td>
</tr>
</tbody>
</table>
GOAL: To broaden knowledge base of activities/functions locally. (Second Semester)

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>ACTIVITIES</th>
<th>OUTPUT/OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>To perform miscellaneous activities as office routine demands.</td>
<td>attended inauguration of the Secretary of State, Jim Edgar.</td>
<td>Witnessed the swearing in of a friend as a state official for Illinois.</td>
</tr>
<tr>
<td></td>
<td>invited Representative Babe Woodyard to visit the Occupational Education office at Eastern to broaden his knowledge of vocational education.</td>
<td>Visit by Rep. Woodyard was also attended by Bill Hill, Chuck Cole, Charles Joley and myself. Spend time informing him of numbers of his constituents involved in vocational education in his district, its funding and its purpose.</td>
</tr>
<tr>
<td></td>
<td>initiated job search.</td>
<td>updated credentials at Placement, Eastern.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>interviewed with CREATIVE Programming for possible position.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>completed materials for admission to Graduate School at the University of Illinois--interested in project work in Vocational Education Department.</td>
</tr>
</tbody>
</table>
APPENDIX B

Assessment Instruments
ASSESSMENT OF LEADERSHIP INTERNSHIP

Name of Intern: Bonnie Kimball

Date: 2/23/81

Institution or agency: Eastern Illinois University

The purpose of this periodic assessment is to provide the respective university and the Illinois State Board of Education/Department of Adult, Vocational and Technical Education with your perceptions and suggestions about the internship program and experiences.

Please indicate your present perception of the internship on the following items by circling the number of your choice. Please add any explanatory comments as these will aid in identifying strengths and weaknesses of the program on which improvements can be made.

1. To what degree has assistance, guidance and feedback been provided to you in the development and continuous assessment of your goals/objectives/activities?

(2) Comments: Having basic knowledge of the activities in the Occupational Education office, my objectives were drafted in order for me to cover each program. At the end of the semester, I had been given the flexibility to meet those objectives.

2. To what degree has information on activities and events been made available to you?

(4) Comments: Somewhat limited to Liaison meetings. Campus interns do not have access to the same kinds of information as DAVTE and do not have the same travel budget thus making activities limited. Some activities could be coordinated between campus and DAVTE interns to take advantage of current events.

3. To what degree have you been encouraged to seek out and participate in intra- and extra-institutional and agency activities and experiences?

(5) Comments: A great deal of freedom and encouragement has been given to go to departments, to handle agenda items in meetings, to make presentations in class, to travel to wherever I wanted (and could afford) to see/learn more of the functions of vocational education.

4. How would you assess the institutional/agency climate or atmosphere in terms of being supportive, encouraging, "free-flowing" and exploratory?

(5) Comments: Supportive to the maximum from the TOTAL staff has been exceptional. I sometimes perform better with direction, so that has been difficult for me to handle.
5. To what degree do you feel you are meeting your intended goals and objectives?

(5) Comments: The first semester I met all the goals I had developed. The second semester where the push is on for employment, I still have not developed goals that will really enhance my employability.

6. To what degree has the internship provided you with experiences in leadership development?

(3) Comments: Leadership for an Intern is not realistic at Eastern. The potential for vocational leadership will be present at the end of the year, but not during the year. To be an effective leader, decision-making and activity-directing must take place.

7. To what degree are the tasks and functions to which you are/were assigned contribute to your professional growth and development?

(4) Comments: Becoming aware of Eastern's programs, problems, policies, has enticed me to want to become a part of higher education. Toward that development, I have been able to further formal education and become acquainted with professionals in vocational education.

8. To what degree do you feel you are contributing to the mission and functions of the institution/agency?

(4-5) Comments: My personal contribution has been extensive but as a whole University, very minimal. The CETA final report, the brochure were parts of my contribution to the grant. Being able to put together a grant for Title VII funds brought $130,000 to the University. Being able to keep the committee for staff development somewhat "on target" has been a significant contribution to Eastern.

9. How much do you feel you have grown professionally because of the internship?

(4) Comments:

10. How does the actual internship compare with what you expected or were lead to believe before starting?

(4) Comments: I had no expectations in July. I was not at all mislead by staff as it was relatively new to them too. I need more experience in the State office and more academics of vocational education (not offered at Eastern).

11. How would you recommend the internship program to a professional peer?
(4) Comments: It would make a difference who the person was—if they were energetic and innovative and more than anything, willing to take a risk. It was a period of growth with the constant shadow of unemployment.

12. Of what value to you are the other interns?

(4) Comments: In intern meetings negative attitudes surfaced. I hope I was able to offer a more positive climate and share activities at Eastern that worked and were beneficial to others. I feel the interns have developed a strong support group.

13. What has been the "best" aspect of the internship?

Comments: Being viewed on campus by the Occupational Teachers and administrators as a resourceful colleague. Many people wanted your services at times that it made the Intern feel all the freedom of self exploration was gone as your services were in demand. A nice feeling!

14. What has been the "worst" aspect of the internship?

Comments: Not really bad at all was the pioneer working through the foothills or bureaucracy at Eastern. It gave me a chance to renew old relationships and make a few paths for myself.

15. Other comments and suggestions:

Perhaps some specific types of goals at the beginning of the year to give direction to all the freedom would be helpful. As the second semester has many activities that need to be done, it is difficult to focus on your own personal professional development and how employable/job ready you are—and for what.

Suggestion: that campus interns have a larger travel budget and be encouraged to spend time in the DAVTE office. Communication of planned travel be shared with campus interns so they have the same kinds of opportunities for learning.
ASSESSMENT OF INTERN PROGRESS

Name of Intern: Bonnie B. Kimball  Date: 3/9/81

Name & Title of Supervisor: Charles L. Joley, Director, Occupational Education

The purpose of this periodic assessment is to provide an intern with your perceptions and suggestions about the intern's professional growth and development.

Please indicate your perception of the intern on each of the following items. Briefly indicate your OBSERVATIONS and RECOMMENDATIONS. Your candid comments will aid the intern in determining areas of future growth. Discuss your perceptions with the intern.

<table>
<thead>
<tr>
<th>PROFESSIONAL COMPETENCIES:</th>
<th>OBSERVATIONS/RECOMMENDATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge of the educational enterprise.</td>
<td>Very knowledgeable.</td>
</tr>
<tr>
<td>2. Goal &amp; objective setting skills.</td>
<td>Develops clear goals and objectives and meets goals.</td>
</tr>
<tr>
<td>4. Group process skills.</td>
<td>Very capable with small groups. Have had opportunities to work with sub-committees.</td>
</tr>
<tr>
<td>PROFESSIONAL COMPETENCIES:</td>
<td>OBSERVATIONS/RECOMMENDATIONS</td>
</tr>
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<tr>
<td>5. Conflict management skills</td>
<td>No opportunity to observe</td>
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<tr>
<td>6. Problem solving Skills</td>
<td>Able to identify problems needing attention and expert in developing strategies to solve.</td>
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<tr>
<td>7. Decision making skills</td>
<td>Bonnie makes decisions firmly and effectively.</td>
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<tr>
<td>8. Personnel management skills</td>
<td>Bonnie has a highly developed personnel management skill system. She works very effectively with people individually and in a group.</td>
</tr>
<tr>
<td>9. Public relations skills</td>
<td>She presents a very professional, mature, sensible personality.</td>
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<tr>
<td>10. Oral communications skills</td>
<td>Speaks effectively. Expresses things very well--good thinker.</td>
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<tr>
<td>11. Written communications skills</td>
<td>Has successfully completed a number of contract proposals. Writes well.</td>
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<tr>
<td>PROFESSIONAL COMPETENCIES:</td>
<td>OBSERVATIONS/RECOMMENDATIONS</td>
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<tr>
<td>12. Time management skills</td>
<td>As a mother and a worker Bonnie is able to set priorities and manage time effectively. She works well under pressure—never loses her composure.</td>
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<tr>
<th>PERSONAL QUALITIES:</th>
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<td>13. Sense of mission, vision</td>
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| 14. Initiative, ambition, drive, enthusiasm | I would rate Bonnie very highly on items 14-18 of this form. |

| 15. Self confidence, independence |

| 16. Personal integrity |

| 17. Commitment dedication |

| 18. Creativity, innovativeness |
19. How does the intern compare with what you would expect of regular, full-time staff member?

Very favorably.
TO WHOM IT MAY CONCERN:

For the past year Bonnie Kimball has worked directly for me as an intern in my office. While the internship has been conceptualized as a learning experience, Bonnie became much more than a learner. She developed into a truly effective staff member in this office. In our work together Bonnie assisted with the development of the Short and Long Range Plan for Occupational Education for the University and took total responsibility for several parts of the Plan. Her work was accurate, credible and extremely effective.

Bonnie has had the opportunity to work across several schools and departments within the University in her role as an intern. She has developed a very effective working relationship with the School of Home Economics, the School of Education, Department of Educational Psychology and Guidance, Department of Business Education and Administrative Office Management, Health Education Department, and School of Technology.

Bonnie has learned to develop and write proposals and, in fact, one of the proposals she authored is currently funded through the Department of Commerce and Community Affairs and involves the training of CETA eligible clients to become long-haul truck drivers. Another prospectus she helped to develop for proposed funding was ranked 2nd from 109 prospectuses submitted from the nine senior universities within the State. Bonnie has obvious writing, planning and group process skills.

Bonnie served as the staff member for a committee on professional development on our campus and on that committee she assisted staff members in analyzing their staff development needs and in facilitating and reaching their goals. I received many, many compliments about her work with the staff development committee and its chairperson, Barbara Owens, Dean of the School of Home Economics.

I would rank Bonnie very highly in her professional competencies, such as goal and objective setting skills, planning skills, process skills, problem-solving skills, decision-making skills, personal management skills, public relations skills, oral communication skills, written communication skills, and time management skills. Equally important to me are her personal qualities and I would rank those qualities at the very top. Bonnie has a tremendous sense of mission and vision and is interested in being a member of the team. She has great ambition, initiative, drive, enthusiasm and self-confidence. She has great personal integrity and commitment.

I would rank Bonnie as one of the most effective staff members I have had the opportunity to serve with in my 25 years of professional
service. She will be an outstanding staff member wherever she goes.

Sincerely,

Charles L. Joley, Director
Occupational Education
APPENDIX C

Daily Logs
Intern Weekly Log
Week Ending 7-18-80  Submitted By B. Kimball

MONDAY  Began internship. Met Sandy McCamy. Dr. Joley and I attended 
Dr. Cooper's class where Chuck presented a report on the three­ 
phase evaluation system and fielded questions. The afternoon 
was spent trying to get ID (as full-time student) and picking 
up key to office. Introduced Sandy to B. Michaels, J. Gilbert.

TUESDAY  Met with Larry Williams regarding classes necessary to maintain 
tax-free status. Also discussed insurance, space, keys, etc. 
Talked with Dr. Elliott regarding Independent Study in Business 
Education should I decide to go that way. Gave me forms to submit 
and request him as advisor. Took home slide presentation on 
BSCO program.

WEDNESDAY  Spent the entire day at Chanute with Dr. Joley advising and 
interviewing BSCO students. I only listened as he met w/students. 
Had a steady flow from 10 to 4:50. The people were enthused in 
what they were doing - had planned well in advance for their 
EIU future. Some new recruits had no idea of what a program 
entailed. Highly motivated population. Met R. Oliver, SA.

THURSDAY  Read some of the portfolios from Chanute people. Went over 
the interviews with C.J. and Helen. Mrs. Felstehausen does not 
work summer-­therfore, C.J. tries to hold program together with 
aid of secretary till J.F. returns. Met Dean Lauda, Technology.

FRIDAY  Did some calling to Chanute re BSCO to inform student of grad. 
Discussed with Dr. Joley the options open to Sandy and me as 
interns. Future degrees and experiences available. Met with 
Bud May to find out more about his role at EIU. Sandy and I 
went with C.J. to meet Dr. Soderberg about signatures on grants, 
open­door policy, needed by his office. All went well. At 
late afternoon 3 plus W. Owens went for coffee. Went home 
early to go to Paris and get Jennifer.

SUMMARY  The week was spent getting re-acquainted with campus and old 
friends. Dr. Joley makes you feel very much at home and as if 
you belong. Learning about the BSCO program interested me 
mostly. I did not know it existed. Larry Williams is very 
accommodating and helpful. Did a lot of "trying to get things 
lined up" work. Going to be very comfortable and a wide-open 
challenge.
EASTERN ILLINOIS UNIVERSITY
Occupational Education Office

Intern Weekly Log
Week Ending 7-25-80 Submitted By B. Kimball

MONDAY Accomplished the task of getting summer ID made, even considered full-time. Spent time with my sister in getting her registered for workshop. I had trouble as no method of waiving tuition for part-time grad. asst. Met with Jane Zeigler re: administrative intern program. Talked to Dr. Bryce-Sanders, Dr. Elliott, assisted in putting together info for meeting w/Soderberg.

TUESDAY Sat in on oral examination of Specialist in Educ. Psych. and Guidance for Lou Carey. Dr. Overton, Dr. Green, Dr. Joley were committee. Met with Wayne Owens, Dorothy Lawson, re: CETA funding for micro-computers. Spent some time with Wayne and went to Micro Lab. Most afternoon spent with Sarah Owens playing games there. Discussed various CETA funding w/Wayne.

WEDNESDAY Spent the entire day working with Dorothy in the CETA Linkage grant. Worked in the reimbursement method used by the sub-contractors to set some figures down for record-keeping purposes.

THURSDAY Most of the morning was again spent with Dorothy working on Linkage Project. Mary Ann Hubbard and Brian Noe from Decatur were here in afternoon to discuss various linkages and how the two projects dove-tailed together. Afternoon met with Dr. Joley regarding a variety of topics.

FRIDAY Finally got registered for the 5-day workshop. Had problems with fee billing so paid it myself. Had another talk with Mike Taylor so hopefully, reimbursement will be forthcoming. Balance of the day was spent working with Dorothy on CETA Linkages.

SUMMARY This was CETA week! The office had received an inquiry from the RMC via the Springfield office regarding information needed or requested by Debbie Kenderdine. Explained the RMC function to Dorothy and Dr. Joley and how and why ERBA wants to know. Learned a great deal about state-wide grants and just how they are funded. Again, this week was so open, a sharing time with anyone about information here that is such a pleasant change.
MONDAY  Began working on writing outlines of each CETA sub-grant so various personnel would have access to information on all grants. At noon, Dorothy, Dr. Joley, Eli Sidwell and I went to lunch to discuss the RMC role in the EIU Linkage Project. At 3:30 my workshop on Non-Traditional Education began with Dan Hockman. Mrs. Marvin is in the class.

TUESDAY  Dr. Joley, Sandy and I met with Dr. Wiseman, Edu. Adm. to discuss program--Strike Out! Went to stadium to meet with Dan Bolin, W. Owens regarding a Title VII project. Called Jim Kinley re: that possibility on RFP, also called Kenderdine for meeting time. Talked w/ Bolin several times about funding sources. Class @ 3:30 had as presenters--Dr. Marvin and Dr. Joley. Class is informative and President said all right things re: Voc. Educ.

WEDNESDAY  Nancy McIlvoj was here. Met with Dave Riddle, Dorothy and me to explain the funding mechanism at the state level. Think I understand how it will all go together now. John Beusch and Sue were here to discuss their identifying specific models within the Linkage program. Read and wrote some on CETA sub-grants. Class again @ 3:30.

THURSDAY  We were to meet with Dr. Soderberg this a.m. to discuss the Occ. Educ. program--she cancelled. Sandy, Dr. Joley and I went to talk to Dr. Overton (Educ. Psy. & Guid.) about programs for us to enroll in--all kinds of freedom there. I talked with him personally at 1:30 and he assigned a course of action for me. Class at 3:30 until 7 p.m.

FRIDAY  The three of us once again met with the Educ. Adm. department, David Bartz and Don Smitley to discuss possible programs. They were very open and willing to work with us to set up individual plans. Dorothy, Dr. Joley & I met with Debbie Kenderdine to discuss the info she wanted for the RMC. We also asked her for names of other RMC coordinators for info. Worked on CETA sub-grants info.

SUMMARY  Dr. Joley again presented himself to one as a strong, well-disciplined, kind, generous administrator. He assisted Sandy and me in choosing areas to pursue in coursework that would make us more job ready. He searched out the better avenue and was open to listen again. In CETA he more than welcomed the inquiries made of his program. The courses I took were well-arranged, well-attended, and gave many people insight into various forms of higher education other than traditional. Did a 2400 word position paper = A.
MONDAY  Nearly all day was spent reading the sub-grants with the Linkages Project and pulling the information necessary to write a few general statements about the goals of the proposal. Made a form to use so all would be uniform. With Don Smitley for a personal program of study in Educ. Adm. If I hit it hard--I could complete this year--Will Do!

TUESDAY  The A-V equipment arrived and I set it up for the VPAA (acting) Dr. Soderberg. There was no carousel! Things went very well after she arrived. Lots of time was spent on the BSCO program & I didn't get to touch the other items. Bal. of the day was spent on CETA projects information.

WEDNESDAY  All day worked on CETA Information in the sub-contracts. Finally finished so they could be typed and taken to staff meeting next week for feed-back. Feels good to have accomplished something and people appreciate the effort.

THURSDAY  At 8 a.m. left for Oak Lawn with Dr. Joley and Art Hoernicke. To attend the liaison meeting at 1:00 p.m. Slept in the back seat going! Arrived 11:30, had lunch - attended meeting. Big discussion on Recruitment and Retention and Special Needs project. 'Cocktail hr. ! 6 with dinner for Ron McCage--who is leaving. Dinner, Drinks & Dancing--!!

FRIDAY  We ate breakfast together w/McCage and left to tour Chicago State. Spent all morning there and left after lunch. I drove home from Kankakee and we had quite a discussion on money making schemes! High rollers!

SUMMARY  The feeling of completing a task is pleasant! I hope they are readable and the staff can use them in some form or another. The Liaison Mtg was over my head for awhile--but listened and absorbed! They were all very friendly and the other interns were also congenial. Entire group made me feel wanted and necessary!
MONDAY  Spent time in a.m. finishing up position paper for workshop and typing same. Met in afternoon with Dan Bolin and Bud May regarding a Truck Drivers Training Program. Phoned Jim Kinley again for some specific info necessary to complete the RFP. Also present was Al from the Chauffeur Training School, Albany, N.Y.

TUESDAY  Did an ERIC search in Library for information on career education and vocational education and how it now is administered through higher education. Purpose is to gather info for Dr. Soderberg to present a case to President. Again met with Bolin and Owens.

WEDNESDAY  Spent most of morning in Library reading and looking for information. Rick Brown, ERBA, was here at noon and discussed his re-entry into grad school. At 6 p.m. Jim Kinley came to Charleston, I met with Dave Riddle, Bud May, Dan Bolin and Al from Albany CTS. Good gathering & info.

THURSDAY  Again went to Library and reported to Dr. Joley what I had and had not found. In the afternoon we had a work session at Bolin's office to define and tear apart RFP and set responsibilities for specific sections. All information is available--needs organization.

FRIDAY  Not much information available on what I did. I mostly scanned the ERIC studies and pulled out information that could apply to EIU. Think I left early!

SUMMARY  As I look back this is one of the less-active weeks. Library work is not my bag--I would rather be actively busy. Some info was gathered but I need to learn to use those resources to a better advantage. The truck drivers training is a question in Dr. Joley's mind as to whether EIU should be involved. I do have his "blessing."
Intern Weekly Log

Week Ending 8-22-80

Submitted By B. Kimball

MONDAY Locked myself in corner office downstairs and began work on the RFP for Title VII. Cut and paste was 1st in order before the meat of the project. Took the Linkage information to Debbie Kenderdine for the RMC meeting on Tuesday evening. Met with Art Hoernicke and Dr. Joley. Called Bill Spencer @ Blaw Knox as JED Chairperson.

TUESDAY The morning was work on Title VII until Dr. Joley had appointment with Dr. Soderberg @ 10:30. Discussed was the Liaison role, the CETA project, 1 & 5 yr. plan, and possible re-organization of this office. I gave her my library findings. The balance of the day I worked on VII.

WEDNESDAY Danville Area Community College was the hot setting of this day's activities. I took an active part as Joyce's assistant. I talked with new possible students as well as people who needed assistance in figuring out their programs. Was a good learning day for me. I did 12-15 interviews and needed lots of assistance but feel more sure now.

THURSDAY All morning Dr. Joley and I spent visiting people, places, we met the new Dean of School of Education, Frank Lutz, then down the hall to Diane Blair's ofc. and visited with Dr. Joyce Crouse and her project in Buzzard. All the afternoon I wrote on Title VII and met with Diane Blair to help me sort out goals and activities. She was extremely helpful!

FRIDAY Pulled all the Title VII together to be typed. Such support staff is great! Called Kenderdine to schedule a JED committee meeting. Bud May was working hard too--he made apt. to see H. Ring for P.A. sign-off. Two typists and lots of running—but finished! I left office at 3:00 for DuQuoin Fair.

SUMMARY What a week! I like it like this. The Title VII grant went together and had there been more time could have looked better. The experience at DACC was one I am glad I had the opportunity to participate in (Bad!). I hope I didn't give out any wrong or bad information...when you influence peoples lives it gets pretty serious. The program has such good intent that recruitment is not necessary, they just come!
EASTERN ILLINOIS UNIVERSITY  
Occupational Education Office

Intern Weekly Log  
Week Ending_8-29-80_ Submitted By_ B. Kimball_

MONDAY    Bud May met with ERBA people and hand delivered RFP to DCCA at 4 p.m. today. Spent time getting my personal course work and related activities cared for. Went to Financial Aids for dependent insurance and deferment of NDLS. Had enrolled Sat. for 13 s.h. Picked up info at Housing, went to Records re: IGLP deferment. Discussed prog. w/Joyce F.

TUESDAY   Took the morning off to work Youngstowne. This evening was the first class meeting of extension sites. Diane Blair and I went to Chanute with Bill Roberts in Psych. I am going to observe Joyce's class and somewhat take part so I can be aware of what actually happens to students enrolled.

WEDNESDAY Got the deferment form back from Records's office. Went to get a parking sticker and line was down 7th street. Stood there 2½ hours with Veronda Cottle until got lot Z. Went to Kansas Bank and took care of IGLP. Balance of the day was spent in office discussing current events.

THURSDAY  Typed equivalencies for Phase I of the MBA program after I got that information from Records. Did a chart with Richland, DACC, Parkland for EIU pre-requisites. Went with Dr. Joley to Housing to secure accommodations for the Polish visitors in October, visited with Carol Sanders. Sent letter to D. Kenderdine re: 9-2-80 JED Committee Mtg. & rate "Yes" on proposal.

FRIDAY     Assisted Dorothy with reimbursement requests from 7 of the sub-grants. Need to be broken down differently to submit to DAVTE. Wayne Owens last day OTJ. Met Barbara Platt and showed me the accessibility plans for EIU. At noon went to Springfield with Dorothy. Sandy introduced me around the office and met many department heads. Ron McCage's last day OTJ.

SUMMARY   The week was particularly interesting due to Friday afternoon's visit. It was nice to put faces to names and places. Sandy & Sue have both blended into the office atmosphere there very well. I'm still fortunate to be where I am! The total week was rather disorganized as I have no place to get organized--hope to rectify that soon.
EASTERN ILLINOIS UNIVERSITY  
Occupational Education Office  

Intern Weekly Log  

Week Ending 9-5-80  
Submitted By B. Kimball  

MONDAY  Labor Day  

TUESDAY  Dr. Joley and I sat out to solve the space problem!  
Unsuccessful. I need a place to be in order to organize my thoughts and my work. Talked to all the powers that be and decided to use the table in his office. We met with Cathy and Tim Wentthing (U of I) regarding the Linkage evaluation grant. Went to Chanute with Diane and Bill in p.m.  

WEDNESDAY  Was informed by Bud May that the Title VII grant passed review of the PIC so 9-10-80 asked to accompany them to DCCA for budget work. Moved my table in with Joyce at her suggestion. We then cleaned and sorted & moved. Got my files in order and cleared up things. Wrote a letter in support of Shirley Stewart's appointment to new center @ LLC.  

THURSDAY  Developed forms for weekly log & monthly contact. Set out to complete all 8 weeks. Met with Bud: Intake procedures on VII grant. Spent balance of the day working backwards into July 14. Feels good to have a spot!  

FRIDAY  Spent the morning with Dr. Joley, Dr. Lauda, Dorothy Lawson & Joyce Felstehausen discussing the placement of the Career Occupation office. Decided to draw (draft) some individual info to re-discuss before presented to the President on 9-26. The balance of the day I drafted some objectives for the internship, Dr. Joley will present to OTE next Tues. for input from them. Also discussed my views on this dept. thing with Dr. Joley. I feel something better should be done than Tech.  

SUMMARY  All together, the week was fairly productive from my viewpoint. I was able to get situated and make some forms for myself for a more permanent record. It was nice to be invited to share space with Joyce. I realize she gave up a great deal. Hope to learn a lot from her. As for the department, I still have strong feelings about the original design. I personally feel the programs and grants as well as Dr. Joley "clout" will diminish if pigeonholed in an existing school. Expressed those thoughts to C.J. It will be interesting to see how it develops and is solved.
MONDAY  Joyce, Diane Blair and I went to see the Guidance Information System (GIS) with Dave Baird. We set up a plan to get the Chanute people a print-out on the careers they are most interested in. I will put the forms together and handle that portion of the class. Most of the day I worked on getting the forms put together. Was going to retype the forms and decided to cut & paste. Need forms for me to get info to Baird's Office.

TUESDAY  In Champaign, attended workshop for new team leaders for DAVTE Evaluation. Went through the process step by step under the direction of Harold Finn. Met some of the other interns from Springfield. Learned a great deal about the entire evaluation process. Two new team leaders were the only ones necessary this year. Guess the group will grow to about 25 people tomorrow. Did some conclusion recommendation and suggested activity writing. To Chanute p.m.

WEDNESDAY  Bud May, Dave Riddle and I went to Springfield to meet with DCCA re: Title VII contract. Fell out the front door Old Main! Met with Dan Bolen, Al and John Hanley at State House Inn. prior to 1:30 meeting. Hanley's are applying for Ill. Corporate firm to have training school accredited for IDOT. Met with Marie Britts and Mike Jerdan to discuss the budget. Mike was usual self. Marie is slow and methodical. Got all the work done and the blue's and yellow done. All budget backup needs to be completed.

THURSDAY  Left at 8:15 for Champaign U of I. The Liaison Meeting started on time and was turned over to Dr. Russell Davis from Harvard. He had read all the 1 and 5 year plans from each school. It was the purpose of this 2-day meeting to draw some conclusions regarding those plans. The session started out very slow and I was not sure there had been a state plan. Found out this is only the third year for planning and 1 & 5's at local level were written from the state plan. The day was long and got rather boring. At 5:30 we all went to Dr. Smith's house for cocktails and out to eat at the Lamplighter. Dr. Davis was very friendly and joked a great deal.

FRIDAY  The Friday session took on a different color. He re-stated some of his prior thoughts and head each university and DAVTE staff respond. The meeting adjourned at 3 p.m. The two days were beneficial to all parties concerned.

SUMMARY  Was a busy week traveling but most informative. The Team
Leaders workshop would have been nice to stay at home. I'm glad I went to Springfield. The contract went well there, now to put the programmatic plan into action. The Liaison meeting was still the high point of the week. The Interns will probably be charged with writing the 1 & 5 year plan. Dr. Davis was so personable that it gave the meeting a new flavor. He gave Sandy all sorts of info and talked of his family. At the end of Friday he said he kept hearing all the problems with each university but that no one had said it was impossible. Some Interns agreed we would like the challenge.
EASTERN ILLINOIS UNIVERSITY
Occupational Education Office

Intern Weekly Log

Week Ending 9-19-80

Submitted by B. Kimball

MONDAY This morning stayed at home to catch up. At noon met with Dave Riddle re: Title VII budget information. Withdrew Rick Brown from school. Talked to Sandy McCamy about plane fare to New Orleans. Did work for E. Volentine to be readmitted Spr. 81. A slow day.

TUESDAY Left at 5:45 a.m. with Dorothy for Springfield. She met with Nancy McIlvay & Don Full re: '81 contract. 10:00 was meeting with Dr. Wayne Ramp, SIU, on their curriculum for the CETA classes they offered at three sites during the summer. Lots of information passed, various class make-up, presented info differently, what role university should take in CETA. Arrived home at 5 p.m. & left immediately for Chanute. Arrived home @ 11 in rain w/Joyce and flat tire.

WEDNESDAY Took morning off to sleep in. In afternoon called Dick Hofstrand with info in indirect funds from Liaison contract. Had discussed w/Bud May and he said "no way" could we return the money as had been allocated by university.

THURSDAY Took most of the day to get travel costs caught up & requested out-of-state travel from J. Galloway. Did all forms sent off. Also copied objectives for R. Hofstrand and got them mailed.

FRIDAY Talked to Jan Triechel about internship as she had it in 1971-72. Completed information on Intern study for R&D. unit and mailed. The day was beautiful--82°--and a great day to take off! However, we stayed all day. Picked up GIS info from Dave Baird and talked to Dave Riddle regarding PPS for Title VII.

SUMMARY The week was mostly a loss as I needed to take some time off. Wednesday I worked on course work for tonight's class. The week was enjoyable even though Tuesday was a killer. By Friday I'm geared for football! Chuck's week in Canada & we have not heard, so hope all went well. Julie's dog ran away Wednesday p.m. and we've all been concerned.
MONDAY  Worked on the Program Planning Summary (PPS) for the Long-Haul Truck drivers school. Called Marie Britts to ask questions regarding cumulative info. Did some planning in afternoon regarding the 1 and 5 year plan. In the evening went to Danville to VOTEC to meet Dr. Joley’s class with Paul Wasser. Class was interested in seeing the center and Mr. Wasser was most helpful. Lots of questions and good tour for the group.

TUESDAY  At 9 a.m. met with Barbara Owens for the Staff-Development Committee from OTE. We went over the money figures and set a date to meet with the Committee. At 10 a.m. the full committee for staff development met and decided what to fund and that I should send out notices with last year’s information. Worked on 4810 GIS information for class tonite in Rantoul.

WEDNESDAY  The morning was taken mostly for zip. I got out the notices for the Staff-development committee with the assistance of Judy. Talked to Dave Baird about the way we did the GIS information. He thinks it will work ok. Got some information ready for class tonight.

THURSDAY  Spent the morning at the Counseling Center working with the graduate assistant, Linda, on the GIS information. Really an interesting procedure. Was able to make it work the way we wanted it to. The afternoon I prepared the information for class next week. The lists were interesting and some people had some very viable occupations to explore.

FRIDAY  The whole day was spent going over the GIS information with Joyce. We both got a big kick out of our Bob Gruning list. Joyce got so hysterical I couldn't stand it--knew it was funny. We spent some time talking with Chuck about his meeting with President Marvin and how that went. He got all organized to have an OTE meeting on Tuesday next week.

SUMMARY  It was nice to have CJ back in the office! My week seems not too productive. I do believe Dr. Joley will let me do the staff development stuff for his office. I need something to sink my teeth into. Joyce and I discussed how I should approach the year in terms of defining Voc. Ed. for myself and then go to the departments and see what training is going on to prepare occupational teachers. A good deal of time spent on GIS material and hope it went OK for the students.
EASTERN ILLINOIS UNIVERSITY
Occupational Education Office

Intern Weekly Log

Week Ending 10-3-80

Submitted by B. Kimball

MONDAY The entire day I was at Century #100 in Ullin, Illinois with Harold Finn and Andy Hopsin on a DAVTE evaluation. The school has 190 freshmen through seniors. About 25% enrollment is black and most often belong to the israelites, religious outfit. The school has a joint agreement with Tamms Center for Vocational Education and sends 47 students to the center each day. I interviewed the business teacher, home ec teacher and the special ed teacher. System is great for a small, deprived area. Good day!

TUESDAY Early today the OTE Committee met at a special session at the request of Dr. Joley. The topic of discussion was the academic home for the Occupational Education program. The meeting was handled well by CJ - some potentially explosive situations did come up. After that the staff development committee met and defined terms for next year's monies. I will get those out and take care of the fiscal operations of the committee. Met George Batsche.

WEDNESDAY The morning was mostly spent with Dr. Joley and Dorothy discussing the CETA legislation and appropriations for FY81. Howard Eads stopped in and discussed his role in the Tarble Arts Project. I discussed the possibility of applying for the Career Placement job with CJ. We both decided not to get in any hurry about jobs. I've got to keep my eyes straight ahead. Wrote the staff development information for the committee to approve.

THURSDAY Have spent most of the day reading and catching up on work to be done. Wayne Owens was in yesterday evening looking very fit! I did some things for my class and looked around the office for ideas on a position paper. Dorothy and Chuck are in Springfield at the PREP Conference. Had a nice talk with Bert Biggs about CETA. He had a good project.

FRIDAY The morning was spent back in Dave Baird's office with the GIS machine gathering info for Chanute people. Since this weekend is Homecoming not too active in the offices. Saturday is the parade and awards dinner for distinguished alumni. Mrs. Theresa Bennett and Jim Galloway are both being honored. Should be a really swell Homecoming!

SUMMARY The week has been productive as Judy has helped a lot in teaching me about the money in staff development. I'm anxious to get a hold of something with B. Owens and get the thing off the ground. Some time during the week was spent for my class
work. Seems as though Bartz has a way to keep you busy. The GIS thing went over fairly well in class Tuesday and most people were appreciative. Latter part of the week faded away as I was tired too. Talked to Sandy Mc Thursday. She has had quite an experience in D.C.
EASTERN ILLINOIS UNIVERSITY
Occupational Education Office

Intern Weekly Log

Week Ending _10-10-80_ Submitted By B. Kimball

MONDAY Barbara Owens met with me here in the office to go over the forms and letter I had prepared for the mini-grants and mini-internships. We changed some things but for the most part was OK! Went to the Guidance Information System for one hour to work on info for Chanute class. I took the afternoon off to go get a permanent.

TUESDAY The Sub-committee on Staff Development met today to discuss the mini-grant, mini-internship and summer workshop plans. The committee approved the cover letter and forms. Mary Lou Hubbard talked to the group about Southern's summer program. John Wright, Larry Helsel, Mike Dyer, Chuck and I met regarding Tech Ed proposal. Got materials together and read some papers regarding employment opportunities for the Chanute Class. Did the presentation on GIS job search in class.

WEDNESDAY Worked on position paper for class tonight from a suggestion by Dorothy & Joyce on Senior parking at CHS. They have a problem with Juniors not being able to drive to school. Talked to Joyce & Dorothy and typed my paper. Discussed VPAA & Technology w/Joyce & CJ. Got information together for class presentation on the three phase evaluation system. Presented - it went well, had many questions.

THURSDAY Left in a.m. for Springfield w/Dr. Joley for Liaison Meeting. The session started without us, but we heard Ron Stad's presentation on LDEM. Interns Cathy (U-I) and Rita (ISU) gave report on re-authorizaion as they heard from meeting in Chicago. The balance of the meeting was spent discussing the 1 and 5 year plans. A lot of ground was gained in terms of what is to go into the plan and an effort will be made by Dick Hofstrand to pull all the info together for a composite. A social hour was attended at the Hofstrand's. We dined with Southern, Northern, Governor's State.

FRIDAY The meeting went well again. They came to agreement on what, how, and when regarding planning. After the Liaison Council, the Interns at DAVTE and on-campus had a meeting. There are lots of problems on campus with the exception of EIU and SIU. Even the Springfield based interns have differing opinions on how their campuses views them. They want some definite rules and regulations. I do not. Things are fine at EIU. I'll input but nothing solid in stone regarding hours worked, attending class, etc.
SUMMARY The week as a whole felt productive. My class work rushed me and that I liked. I did manage to get the paper done, have my part of the group presentation prepared as well as do the slide tape presentation. Joyce had helped by giving me some handouts too. The Liaison meeting was the most productive one yet. It was also good for the interns to meet without the officers. The Springfield staff was present. We planned another meeting for November. I feel very lucky to have had the leadership at EIU and find no problems what-so-ever that we cannot handle locally.
EASTERN ILLINOIS UNIVERSITY  
Occupational Education Office  

Intern Weekly Log  
Week Ending 10-17-80  
Submitted By B. Kimball  

MONDAY The morning was spent attending to routine items of Monday by completing last week's reports. I went to Registration and to Financial Aids office and Graduate School in attempt to get billing for my tuition cleared. The entire afternoon was spent at the Counseling Ctr. working on the computer gathering the data for OED 4810. It is a good system and one that needs more publicity locally for the students to use on campus.

TUESDAY Today was spent mostly on the cover letter to accompany the forms for workshop requests. There were all sorts of suggestions as to what could be done and how, therefore was a difficult information letter to write. Also did some housekeeping kinds of things with mileage, making appointments, etc. While finally got cover letter together also wrote the forms for the proposals for submission to Committee.

WEDNESDAY Talked with Dr. Joley about information to go into cover letter to see if I had covered all the corners. Then met with Barbara Owens to discuss format and forms. Needed to make some changes and additions in letter and add a couple of items on the request form worked on that prior to attending NEPR workshop at 2. Dr. Pringle of BOG talked and really was not a workshop but a forms distributing time.

THURSDAY First thing this AM was an OTE meeting with many absent! The committee again expressed concern of their role and function. They also discussed the memo from Dean Lutz. It was suggested that Dr. Joley go see him and bring him up-to-date as far as the committee history and the housing of the Occ. Ed. program. At noon spent time with Joyce Dively for SACUE testimony, Kathy McKermic, U of I here re: CETA evaluation.

FRIDAY Barbara O. and I had decided we should make notes of Staff-Dev. Meetings in order to have a record of our procedures. I spent quite a bit of time re-capping first three meetings in order to come up with minutes. Met and talked briefly with John Renshaw, new Executive Director of the Coles County Regional Planning Commission. In the late afternoon I finished work at Counseling Center on GIS and spent a great deal of that time talking with Bud Sanders.

SUMMARY Lots of writing stuff to be typed for the Staff Development committee. I enjoy having the specific things to do. Composing the cover letter for the workshops was difficult and I hope the committee approves. I do have time to be prepared before the meetings so I feel more comfortable with the meetings. The OTE
Committee meeting was interesting on Thursday a.m. We also learned at that time that Dr. Lauda would not be the new provost. Barbara Owens is a joy to work with and certainly delegates as well as shows her own competencies in leadership.
MONDAY Dr. Joley, Joyce and I met with Dr. Soderberg to discuss the possibility of re-submitting the NEPR for off-campus centers at Danville and Decatur. She was of the opinion that until our academic home was established we should not re-submit that request. She did feel that we should plan to do that soon after the assignment was made. The balance of the day was spent pulling together information and writing my presentation for the SACUE hearing on Wednesday, I did watch Joyce help a student with PERT.

TUESDAY At 10:00 the staff-development sub-committee met and approved the cover letter and forms for workshops with the stipulation I find out more concerning the 6-30-80 deadline date. We handled all items on the agenda B. Owens and I had prepared. All went well. Gene Strandberg visited. Immediately following that I went with Joyce to Rantoul. While she met with students I visited with Sandra Thompson in the word processing unit. I was very impressed with their method, machines, conditions and staff. Felt the afternoon was extremely informative.

WEDNESDAY Got up in the dark and left for Mt. Vernon. Registration for the State Advisory Council of Vocational Education was at 9 a.m. There were 15 presenters most of which dealt with Adult Education. Phyllis Fortner and Ray Schmudde were there. I gave my presentation on the Internship and Project STAY at Charleston High School. It was a good experience for me to see how SACUE operates in public hearings. Class in p.m. went well.

THURSDAY I met with Steve Davies, the attorney on campus, this morning to discuss his role regarding student housing problems/complaints. He seems very open and willing to assist managers as well as students. Some time spent preparing information necessary to go back to the Staff-development Committee. Later in afternoon went with Dr. Joley to staff meeting in School of Technology. I met that staff with the exception of 3 (2 I know) and C.J. presented our position re: relocation.

FRIDAY Received request from Howard Nelms for mini-grant. Went to B. Owens office to pickup and copy. Prepared information to mail to Staff-Dev. Committee as soon to next meeting. Also talked to Dr. R. Sanders regarding her mini-grant request and with David Maurer. Finished preparing the Nelms info for mailing. The balance of this day was spent involved with the Charleston High School Homecoming activities. As all in the office were involved in some way, we closed down for a couple of hours and attended.
SUMMARY  Felt this week was much more productive in meeting some goals. The afternoon on Tuesday was most enjoyable for me and I spent a great deal of time at the word processing ctr. The total picture there is one of organization that is well planned. The highlight of my week was the staff-Dev. committee approved of all that I had done. They are good people and their approval means a great deal to me. I hope they like the work and not just because they don't want to do it or find no errors in it. Also Dr. Lauda invited me to his staff meetings and will put my name on the mailing list. Need to do more of that!
EASTERN ILLINOIS UNIVERSITY
Occupational Education Office

Intern Weekly Log
Week Ending_10-31-80_ Submitted by_B. Kimball_

MONDAY Sandy McCamy stopped at the office on her way to Malta, Ill. She, Dr. Joley and I discussed the internship, what we were learning, what our goals were, our job options, etc. for the next year. She does a lot, sure hope I measure up in some small way. Finished the minutes for the last staff-development committee meeting. Spent quite a bit of time with Dr. Joley & Bud May discussing CETA and local CETA problems and activities.

TUESDAY Worked on bringing reports up-to-date and discussing the Intern with C. Joley. Talked with Dr. Matzner regarding requirements for course completion of internship hours. Also discussed the Field Study and Independent Study requirements with him. The internship & F.S. will be fine - but I need immediately to find a topic for the independent study. Class at Chanute was good - history of Voc. Ed.

WEDNESDAY All morning Dr. Joley, Joyce and I discussed the possibility of the new department in the School of Technology. We also ran over several old problems of cross-listing courses, team teaching, etc., and the role of such an Occ. Ed. dept. All sorts of questions from OTE will again come up. Decided not to prepare a position paper for OTE and just let it run the course and see how the note turned out. Debbie Kinder called re: VII.

THURSDAY John Renshaw, new executive director of the Coles County Regional Planning Commission met with Dr. Joley; Bud May and me. We discussed the pros and cons of the CETA projects, funding sources available and the possibility of CCRP/EIU joint endeavors. Bud & John see a regular schedule to meet together. In afternoon visited the Technology Solar House and Howard Nelms class. Reasor Corp. officers were there too - very interesting concept being practiced there. Later attended a committee meeting on Occupational curriculum chaired by Jack Murray, Bus. Ed. All areas represented and plan to work together on sch. etc.

FRIDAY Howard Nelms was here to discuss his mini-grant proposal that had been approved by a written method of voting. He submitted forms for conference attendance. The afternoon was sort of a catch-up, follow-up day for the office.

SUMMARY The week was not too productive. John Renshaw's visit to campus was most productive in that he met Dr. Joley and Bud May. I am excited about the fact that I was able to introduce some people that had the potential to make some things happen for Eastern, the city and maybe even the county & region. My discussion with Dr. Matzner was productive and not as awesome as I had imagined.
MONDAY This morning I ran around getting records and course descriptions cleared for an old Occ. Ed. student. His doctoral program adviser needed proof of attendance plus catalog '70 information. I then worked on the group project for Ed. Adm. 5600. As typing was necessary I found someone to do that for the group. All afternoon I spent reading the mid-terms that were turned in at Chanute. Also again discussed independent study work with C.J. Am trying to find something exciting.

TUESDAY Shirley Stewart, Coordinator of Adult Re-entry Center at Lake Land was in to meet Joyce. We gave her the packet of information that Joyce uses at Chanute to see if she could adapt them to Career Development for CETA. A Staff-development meeting was held and four mini-grants acted upon. Dr. Joley was called to make some determinations and he helped out. The committee works well together and intends to do the best they can. Using all the money is still a big thing with them. Read more mid-terms.

WEDNESDAY After Chanute last night, didn't make the office till nearly 10 a.m. The staff development committee had decided to meet again Thurs. noon, so informed C.J. of events and grants. He called DAVTE and got some positive feedback on a couple of items. He is not happy with funded projects. I went to register for spring semester and picked up materials for Sandy & Sue. At 3, I went to work Youngstowne office as no one there to take money on last day to pay rent.

THURSDAY All morning Dr. Joley, Judy, Joyce and I went over the mini-grants & workshops proposed through staff development committee. He was extremely displeased with the method of handling and especially one project approved. Ed. Psych. asked to pay a consultant $1000.00 per day and Judy caught it and was not fundable. I had written memos to all recipients and was not written properly I had neglected to mention that Director of Occ. Ed. had the final say. I really feel very bad--I handled all wrong. At the meeting with the committee at noon, things were explained again and a more clear picture given to all committee members on the function of the committee. Closer parameters were drawn and in essence all felt better after the meeting. I still felt bad because I understood from the beginning and just did not express myself.

FRIDAY Discussed the final exam with Joyce for OED 4810. Made appointment to see Jones and Knott in Placement regarding their job development. Completed reports and
SUMMARY After such a sweep of Republicans—the week went straight down hill! I really still feel responsible for the actions of the staff-development committee and feel that C. Joley was put-out with them and especially me. I had not checked money figures far enough through and let that stuff get by me. Also, in preparing the memo to inform recipients I had neglected to mention his role or title as the final person of responsibility. Perhaps I need to carry a low profile in Occ. Ed. for awhile. Also in discussing an independent study I had the feeling he was put-out with me for not acting—for procrastinating! I do that very effectively!!
EASTERN ILLINOIS UNIVERSITY
Occupational Education Office

Intern Weekly Log

Week Ending 11-14-80 Submitted by B. Kimball

MONDAY At 9 a.m. I visited the Career Planning and Placement Office at EIU and talked with Bob Jones. My mission was two-fold—to inquire as to the various avenues open to me later in the year. I was also interested in their operation and how they viewed their role in career development. He expressed the opinion that many programs were fragmented and need to be totally coordinated. At noon I spent quite a bit of time with Dr. Sanders in School of Business & Dr. Elliott. Worked on OTE staff development materials.

TUESDAY Early in a.m. the Occupational Teacher Education Committee met and listened to Dean Lutz, School of Education, express his views as to the location of BSCO. He basically does not understand the degree program and not at all the Liaison officer's role. He had not done his homework and came off very blah! Committee recommended placement in Technology. Met with Diane Blair to discuss the week of 25th in Chanute with Joyce.

WEDNESDAY The morning was spent reading and looking at information for OED 4810. At noon got ready to leave for Chicago and the Liaison Meeting. We drove up leisurely and arrived about 7 p.m. Went to dinner with Dr. Kasanas and Kathy Westbrooke to the Parthenon (a Greek restaurant). Was a great meal with a Greek... went to Rush Street and a piano bar until midnight. Was a good day and evening!

THURSDAY The Liaison meeting was productive in that the Guidelines were handed out for the long and short range plans. The group reacted to many items but altogether, they do not seem to be too difficult nor different from Chuck's original plan a few years ago. That meeting adjourned early—saw Wayne Owens in the lounge, and the evening session of the IAABAVE began at 8 p.m.

FRIDAY Friday was a continuation of the convention with the Honorable Roland Burris addressing the group. He was perhaps the best speaker I heard. (Kathy & I skipped morning group & went down town). In the afternoon went to a presentation by Nancy McIlvay on CETA & Education. Left Chicago about 4 p.m. We stopped in Kankakee for dinner and didn't get home till 9:30 p.m.

SUMMARY This total week was spent mostly in meetings. The Career Center at EIU was interesting as I was not aware of the fragments not being under a central organizations. As a new assistant director will soon be hired perhaps things will change there. The Dean of School of Education was interesting as well as campus reaction to his attendance at several meetings during the week. Liaison
meeting was short but their support and DAVTE attendance of the convention was highly demonstrated. The black officials in attendance now are more aware of voc. ed.
MONDAY Most of the morning I ran errands; registered for Sandy McCamy, went to the Planning Commission, called Dolly McFarland about the CEBE tape presentation. When I got to the office I did administrative types of reports and calling people who had left messages. All afternoon Diane Blair and I met together to work out the particulars on the class session on the 25th. In the p.m. I attended the JED Committee meeting at CCRP where Title VII was discussed.

TUESDAY Met with Bud May regarding the balance of the JED meeting. He and Dan Bolin had attended. Brought C. Joley up-to-date on the JED. Spent time typing outline and forms for 4810 next week. The CETA brochure came in so took time to read the entire package. It is a beautiful layout! The short synopsis of each sub-contract is my input (edited by Linkage Staff), but I did make some contribution.

WEDNESDAY Sandy McCamy was here this noon and at 2 p.m. gave a presentation to the graduate organization in Home Economics regarding the Internship from DAVTE. Chuck and I went with her so I talked some and so did CJ. We previewed a tape presentation for Don McKee to take to Chanute on the Career Occupations program. Talked w/Joyce, Dorothy, CJ about CETA & field study.

THURSDAY Attended the all-day Project Directors meeting in Champaign with Dr. Joley and Judy. Many total attendance and space pretty cramped. Good information was given, well-prepared and planned. Held a short intern meeting where some still want to be uniform in experience. I certainly do not feel that way. Carol Sanders & Jan Triechel were presenters on dissemination.

FRIDAY A day to read materials from yesterday and read IUA-AVA materials. Talked to Bud May, Danny Baird, Shirley Stewart. A general day to catch-up and do reports. Finished preparation for OED 4810 next week. Wrote letter to Kenny Nell.

SUMMARY The week went very fast. Most of it was spent talking and listening vs. working. My class on Wednesday was interesting and Dr. Bartz very helpful. I need to take my final early and he will permit that so I can leave for AVA. The JED meeting was interesting and I got to know Bill Spencer and Eli Sidwell better as discussed VII. The Thurs. meeting was productive as lots of materials were handed out. The total week was not as productive as I would have liked.
MONDAY  The project that Public Service and Development contracted with the Linkage project to do last summer does not meet the expectations of Dr. Joley or Dorothy. Interviews were conducted at several different sites or some at all 18. Few of them have complete information from the CETA Adm, CETA staff, Educ. Ad., & Educ. Dr. Joley has asked Joyce Felstehausen if she will rewrite the final report using information gathered. I have volunteered to help. From this point on, nearly everyday will be spent working on various aspects of writing the report.

TUESDAY  Monday we spent deciding what could be used that already existed and in general working things out with John Beusch. Tuesday, I taught 4810 on curriculum development. All went well. Last night to go there and will miss them.

WEDNESDAY  In an effort to pull elements that are necessary for a successful linkage project, Joyce, Dr. Joley, Dorothy, Diane Blair and I had a session to brainstorm ideas. We then went through the nominative procedure to rank order and combine some of the ideas we had down on paper. It was a very productive session and we got some good ideas!

THURSDAY  Thanksgiving

FRIDAY  Holiday - However, Joyce and I worked on the CETA project each at home typing questions and answers off on cards and coding them by project, by BOS and Prime, by CETA Adm, CETA Staff, Educ. Adm. & Educ. staff. We worked all weekend doing this process.

SUMMARY
EASTERN ILLINOIS UNIVERSITY
Occupational Education Office

Intern Weekly Log

Week Ending 12-5-80 Submitted by B. Kimball

MONDAY From the list we had developed in our office session last week, we had 13 items. We field-tested them with the four groups of people in a BOS region (9) and at a prime. I took the list for rank order to Shirley Stewart (Education), Bert Biggs (Educ. Adm), Betsy Creamer (CETA staffer) & Betty Armstrong (CETA Adm.). I also made appointments for Joyce in Champaign tomorrow when she goes to Chanute. Read 1st report.

TUESDAY The Occ. Teachers Educ. Committee on Staff development met this morning to discuss and note on grant proposals submitted to them for funding. Once again, several were not what we had in mind and a couple were extremely good activities. They noted to pass a couple & leave the final say to CJ. Took them to him & discussed each one. Called some schools for more complete info on CETA interviews so we could get 12 with complete information.

WEDNESDAY Finished doing the telephoning for CETA interviews and found some bad information given even as to who is an administrator & who is CETA. Was able to complete that portion of the assignment. Left at 1 p.m. to study for my final this afternoon. Dr. Bartz was very nice to let me take it early. Did OK on it (I think) and went home to pack to go to AVA via Springfield tonite. Got to Sandy's @ 10 p.m.

THURSDAY Left Springfield with Peggy O'Mallay, Del Stagill and Sandy to go to New Orleans. Del's ticket got mailed and the plane turned around to go back to St. Louis. Other than that we arrived in great shape in 78° weather with our wool suits. We shopped or walked the French Quarter all afternoon (feet hurt). To dinner with the Klit Joy Janssen, Peg, Del & me at Antone's. Went to Pat O'Brien's after that met Carol Rhea and some of her Kansas friends.

FRIDAY Peggy, Sandy & I went to the State Director's meeting where Galloway is the secretary. As the roll was called he introduced the three of us as Interns from the Ill. State Office. We then went to the Brennans for Breakfast and met 4 guys from Delaware. Went back at 1 p.m. to State directors meeting. Met C.J. at Marriott and attend Val Par cocktail party. CJ and I went to Pat O'Briens to hear the pianos again & met a couple from Cape Girardeau.

SATURDAY Peggy & I went with Chuck to Commanders Palace for lunch at 1 p.m. We rode the St. Charles Street trolley to get there. What a nice trip and great meal. Sat on the patio in the sun & 75° with milk punch. In the p.m. Peggy and I went to the pig roast given for the state directors. Good food prepared by the
Vo Ed School and dancing in the parking lot. Went back to Marriott & met 2 guys from Dallas with Prentice Hall.

SUNDAY Galloway's, Tim Wentling, Del, John Preston & Miss Martha, Valerie, Peggy, Sandy & me went on a drive to see mansions. Good time, no mansions. Region 3 reception in p.m., CARPS party, dinner w/Burge.
MONDAY Peggy, Sandy & I went to breakfast and then shopping some in the Qtr. In the afternoon we went to the exhibits. Peg assisted with a WECET presentation so I went then attended a CETA session from Ohio. Illini reception from 5 to 7 with not much going on & cash bar. Went down to Delmar Books party and met Ed Hill from Minnesota. We went to dinner and rest of the group went to Fitzgeralds. After dancing at Hilton Rainforest, good conversation, great company, went to hotel for balance of night.

TUESDAY Peggy and I were up at 7:30, dressed & packed to pick up Sandy & Del and to airport. Met C.J. in St. Louis & he flew to Spr. with us and came on home with me. We arrived in Charleston about 7 p.m. What a fantastic trip. The parties, people, places were absolutely perfect. Also, to meet someone like Ed Hill was quite a thrill for me. Another trip, another year, will never be the same. I loved the experience.

WEDNESDAY Back on the home front the CETA Linkages final report still hangs in the balance. Joyce & I worked most of the day on it after I got my travel expenses all figured out for Judy. I did have to go to Registration and pay fees for next semester which was nice. The JED committee met in the evening but my class also had their final meeting. I did fine on the final and have enjoyed Bartz & members of class.

THURSDAY Thursday and Friday are Liaison meeting in Springfield with Dorothy on as a presenter of her project. I just could not get everything together to attend. Joyce and I worked on the CETA report by drafting charts and getting some information down on paper that could make some sense. She had written the first two chapters so we needed to get into the findings.

FRIDAY Again today was CETA report work. The final report itself will be handed in with the Internship as it is difficult to describe what happened each day and night. Many long hours have already been spent and many more to come.

SUMMARY I have learned a great deal about data and how to sort through for some solid information. Joyce is an expert at it and has shown me how the original instrument must be developed in order to get the responses and the actual info you want. The total project is most interesting because I am able to contribute to it also.
MONDAY This entire week Joyce and I spent day and night together working on sorting data and developing charts to analyze the Linkage project. We worked, we rested, we ate, we went to our daughter's Christmas concert, we spilled coffee, we ran back and forth to the office while Judy typed. It was a most productive work week.

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SUMMARY
MONDAY  Additionally last week we planned the office Christmas party. The morning was filled with food, people in the office and gifts for all staff. At noon, C.J. said to call it a day! Everyone in the office was to be off for the next two weeks, so I got to go home too!

TUESDAY

WEDNESDAY

THURSDAY

MERRY CHRISTMAS!!

FRIDAY

SUMMARY
EASTERN ILLINOIS UNIVERSITY
Occupational Education Office

Intern Weekly Log
Week Ending 1-2-81 Submitted By B. Kimball

MONDAY

OFFICE CLOSED

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SUMMARY
MONDAY I was invited to attend the inauguration of the new Secretary of State, Jim Edgar. I went up with Denny & Shirley Stewart and took Edie Valentine as my guest. We were not seated on the house floor, but in a room set up for the evening with closed circuit TV. It was extremely delightful just to be there and to witness the swearing in of such a fine young man.

TUESDAY Back in the office and needless to say a good feeling. Joyce & CJ wanted me to consider teaching a section of OED 4810 in Danville. What a decision—would be great on records, time consuming and a conflict each month with Liaison. I did decide to pass up the opportunity with the thought I may get to do it in the summer at Chanute. Lots of support in my decision.

WEDNESDAY Joyce and I went to Danville to register Career Occ. people and to talk to new people. Some know exactly what they want and others really have no idea, just want or need to go to school. Was a good day with several people in and much interest in the program. We were in the cold library room and could hardly wait to get out of there!

THURSDAY Left early morning to travel to Springfield with Dr. & Mrs. Joley. Attended Liaison meeting with special projects reports given by Cookie Batsche, Carol Rhea, Home Economics, Jake Stern on 3 R's. On Friday, Bus. Ed. & Technology gave presentations as well as Washburn and Hofstrand. The assessment forms for Interns was handed out and seems to be a very workable/usable form.

FRIDAY On Thursday we had an Intern Meeting regarding our presentation at IVA. It was finally decided that one person would give a small overview of Internship and let the rest of us represent our university. Friday afternoon I attended a meeting with Sandy & Sue where V.E.D.S. was explained to DAVTE interns as that is their project for at least the next 3 weeks.

SUMMARY A most productive first week of the year. To be in the group of people surrounding the Secretary of State was quite an honor. While at Danville I was able to refresh myself regarding the B.S.C.O. degree program. Also, Friday morning I met with John Washburn to go over the sessions of OED 4810 that he is to teach in Decatur. I think all went well there. I did spend 2 nights with Sandy and an evening meal w/Burge.
MONDAY  Was honored as Martin Luther King's Birthday and EIU was closed. However, Joyce and I worked all day on the CETA project. We are nearly finished with the findings and have some notes made for recommendations. This is coming to a nice stage when we can look back and pinpoint some ideas and make some suggestions for success!

TUESDAY  Joyce spent the day at Chanute with OED students and her class began. I came home after checking in the office to work on the incomplete's I acquired in the Fall term. The internship hours will be done first as per request of R. Hofstrand as they are due 1-30-81 at DAVTE. Worked all day on getting information together and in order.

WEDNESDAY  Talked with Dorothy (Joyce & I) about the progress and the expected recommendations of the CETA study. We must finish this week. I walked (w/Joyce) two people through registration and did the work on 3 others at noon. Came home to work on papers and must see Dr. Schlisnog at 3 p.m. regarding Field Experience. No luck--have to see Lutz!

THURSDAY  Went through Registration to change my schedule--saw Dr. Wiseman and he suggested changes. Met with Melanie Rawlins and CJ to discuss mini-grant application. CJ approved the award of tuition for her neuro-linguistics classes. The remainder of the day I worked on the staff development grants. Wrote past minutes and gathered information on the approvals of the committee.

FRIDAY  John Klit was in the office from DAVTE. Joyce and I were still working on the CETA Recommendations. We shared our information with him and continued to work. The recommendations finally came together, and we finished the project! The proof-reading, page numbers, table of contents, table of tables, etc. needs to be typed, but, the Final Report is finally finalized.

SUMMARY  This week was the culmination of eight weeks work. It feels good to get the thing next to completely finished. At least the thought process is over. I learned a great deal working with Joyce--only hope I could be half as competent as she. I am really fortunate to have had the experience of working with her at this level.
MONDAY  Dr. Joley will leave the office tomorrow to lead a team evaluation and be gone the rest of the week. He gave me several activities to take care of in his absence. I prepared for the OTE Committee Tues. a.m. by getting info on the 3 R's project and the $3000 obligated at EIU. I called the committee for the Long and Short term plan and got them organized. The summer schedule is the primary concern with course offerings and cross listing.

TUESDAY  The OTE Committee met early in the morning with few members present. Strandberg had info on 3R's and scheduling. I informed Committee about the planning function and the committee that has been established. Balance of day worked on the staff development activities by getting minutes typed, copied & mailed. Also, wrote and sent notices to the planning committee.

WEDNESDAY  Judy and I worked on the fiscal records dealing with the staff development monies. We shared information and each brought our records up-to-date. Called R. Hofstrand to set up the date for him to attend the planning meeting on Feb. 4. Met with Elaine Pike who is taking OED 4800 as an independent study. Dr. Joley assigned that to me and I feel very uncomfortable doing that.

THURSDAY  Sent note to John Wright regarding reimbursement requests to Occ. Ed. office. Met most of day with Dr. Sullivan, Dr. Lauda and Dr. Owens regarding summer schedule. Coordinated the crosslisting of courses as tomorrow all that is due to Switzer's office. Also during the day I met with Mike David regarding a problem at CHS with Jennifer in coursework. Met with Doris Enoch's & J.F.

FRIDAY  Met with Rick Kneipp (OED 4800 Ind. Study). Called Hofstrad to confirm date on campus and made an appointment with VPAA Rives for he and C.J. Talked to Schlingsog, Richardson, Owens, Lauda, Sullivan and smr. courses are all cross-listed for deadline date of today. Made list of CETA offices to send to Dan Bolin and talked to Jim Kinley who has new position at DCCA.

SUMMARY  Week was constructive one as I coordinated a great deal of activities. Felt good about working with the various Deans and the time they took to explain their jobs to me in terms of computing full-time equivalencies and part-time loads. It is all tied up in the union contract and very complicated formulas used to assign teachers to summer school. Hostages released Tues. and we got new A-V equipment in office so we watched the activities!
EASTERN ILLINOIS UNIVERSITY
Occupational Education Office

Intern Weekly Log
Week Ending 1-30-81 Submitted By B. Kimball

MONDAY The day was spent planning activities for the Staff Development Committee and the Short & Long Range Committee. I worked on the summer courses being cross listed in the vocational area to make sure all departments had the same information. I set in a meeting with Hofstrand and Dr. Rives while he is here. I picked up my textbooks. Talked to Schlinsog re: Field Experience—no dice on hr.

TUESDAY Met with Larry Helsel in Industrial Technology to assist him in starting on his mini-grant to survey area industry. In afternoon met with Dr. Joley and Doris Enochs regarding some self-improvement/enrichment activities she has developed. Gave her some ideas of places to begin to field test. Met with Barbara Owens to discuss S.D. meeting next week.

WEDNESDAY Took check to Financial Aids for insurance. Did tie up lots of loose ends here regarding meetings next week. Left the office at noon not to return for one week.

THURSDAY Took time off earned while working on CETA final report.

FRIDAY Ditto above.

SUMMARY
EMONDAY Time earned while working CETA Report.

TUESDAY Time off.

WEDNESDAY At 9 the staff development committee met and had several requests for mini-grants. Kathy Lister and Art Hoernicke were at the meeting to request funds for a workshop for Special Needs. At 1 p.m., R. Hofstrands met with the planning committee in C.J. office--we walked thru 1 & 5 plan guidelines. Each dept. has work to do. At 3 met with VPAA Rives, very cordial & gracious.

THURSDAY At 8:30 the OTE Committee met and had several items on their agenda. Mostly discussed was the 3R project and how EIU could best use our contract. Met with John North Re: 1&5 guidelines. Worked on setting a time for Staff Development as we did not act on any proposals except heard Special Needs info. All afternoon worked on Planning Committee schedules & when we could meet for one week.

FRIDAY At 8:30 Dr. Rives visited our office at our invitation. C.J. was in charge and explained some things we needed. I told him about the plan and the guidelines. J. F. talked about the Career Occ. program and the extension offerings necessary. D.L. explained EIU's role in the ED/CETA Linkage and the State of Ill. He was here 1½ hours of quality time. Met w/Dan Bolin re: CETA-LHID VII, Court Alternative. Met with Dean Fidler--a potential intern candidate.

SUMMARY What a busy week for a short one. The three days of work were really rewarding. The day Hofstrands was on campus was beneficial--I think, I understand the plan--now if I can just write it to suit all involved. I am anxious to do that! The two meetings with Dr. Rives were most appreciated. He has a way of making you feel very welcome. That he is extremely interested in listening to what you have to say and shows that by asking very basic non-intimidating questions.
EASTERN ILLINOIS UNIVERSITY  
Occupational Education Office  

Intern Weekly Log

Week Ending 2-13-81  

Submitted By  B. Kimball

MONDAY  
Talked with Barbara Owens about out-of-state travel and what R. Hofstrand had shared. Need lots of documentation as to objectives and a commitment from staff or others. We both understand--see what committee feels. Met with Glen Walter to walk through the 1 & 5 guidelines. Did the GIS thing for Joyce & Diane. Sent memo to Strandberg & Switzer re: 4923 in smr. (out) worked on the plan information--have lots to do there.

TUESDAY  
Finalized plans for a working weekend on the S-L Plan at Illini Union on 20 & 21st. Sent letters to all committee members asking for responses by 13th. Also invited the appropriate deans/dept. heads to join us Friday. Sent letters to U of I to confirm our reservations and ltr. to Hofstrand. Afternoon late the Staff Dev. Comm. met and once again noted to approve out-of-state. Will see DAVTE.

WEDNESDAY  
Snow storm last night put 6 inches of snow and now raining today. Therefore, the day at the office was sort of similar. C.J. and Dorothy & I met to discuss slide/tape presentation being developed about ED and CETA. Not too happy with ideas in A-V. C.J. and I discussed staff development activities & he signed off on the mini-grant requests. Discussed paying a staff person to develop materials when on 1/2 teaching load. Talked to C. Switzer! Health Ed.

THURSDAY  
Official Holiday and office and Eastern is closed. I worked, take Monday off. Wrote the minutes of the OTE meeting for Judy to type as she was sick that day. Do my own reports up to date. Am going to read last year's plan and the program development workbook. Look at Internship assessment and forms to take to IVA to recruit interns. Do work on plan!

FRIDAY  
The two people who have been assigned the 4800 as independent study were in to see how they were progressing on their work. Elaine has done some really nice survey's to find the major tasks done by Aides. Rick is having some trouble identifying just what he is to do. I also do not understand all there is to do. Quite a task for me to figure out. Talked with C.J. about the CETA grant or RFP to be submitted by the 27th. Decided not to go after the grant. Too short time to respond. Money uncertain & unsure.

SUMMARY
EASTERN ILLINOIS UNIVERSITY
Occupational Education Office

Intern Weekly Log
Week Ending 2-20-81             Submitted by B. Kimball

MONDAY I took my Holiday today.

TUESDAY Spent the entire day catching up on messages, stuff to finalize for next weekend. Nancy McIlvay was here all day and worked with Dorothy & C.M. She did indicate that DAVTE was not going to respond to the RFP from DCCA. Worked on calling the OTE Planning Committee to get responses as to our plans for the weekend.

WEDNESDAY Spent time completing reservations, cancelling, etc. from Planning Committee for the weekend. Joyce talked through her class presentation/lesson with me and gave me the transparencies. The book to read, notes to go over, etc. is all there. Talked to Jim Kinley regarding Title VII and just do not have time to spend on it. Talked to Gary Wining in p.m. class, he can & has the time, so I'll turn that over to him. Worked on getting materials ready for Plan.

THURSDAY The a.m. I made my own notes for 4810 this evening in Danville. Read a chapter and organized my thoughts and papers. Had a Staff Development committee meeting at 1 and then left for Danville. Had a good class session--taught on form of information on career-ing, did the GIS stuff, the Energy game and a section on futures. All went well-out 10 min each.

FRIDAY Joyce had ideas on paper as to how the weekend should be directed. Great! We left in a.m. to go to Champaign to set up. About 1:30 got started with the committee. B. Owens & R. Hofstrand. They did a brainstorming session on ideas to develop the institution in the next year. That took some time. Began to move on to the nominative group process and arrived at 6 missions/goals for OTE to take on this next year. After that, we broke into 3 groups to develop activities that could accomplish the goals. Went to dinner as a group, continued from 7:30-10:00 p.m. on activities.

SUMMARY Sat. a.m. worked again on activities, what steps to take first, etc. A good working weekend!
EASTERN ILLINOIS UNIVERSITY
Occupational Education Office

Intern Weekly Log

Week Ending 2-27-81                         Submitted By B. Kimball

MONDAY  Forwarded two requests for mini-grants on to DAVTE and wrote those letters. Did all the reimbursement requests info for Judy for the weekend and for last Thurs. Did the Internship stuff out for C.J. Talked w/ Dr. Matzner re: Internship Independent Study and Field Experience. Boy, do I have a lot of work to accomplish by May. Worked on organizational materials generated last week on Plan.

TUESDAY  Took care of loose ends at the office with staff development requests. Went home to pack at noon. Stopped at the office and got the RFA's and CETA brochures for Dorothy. Got materials from the Admissions office to distribute at IVA. Left Charleston around 3 p.m. to go to Arlington Hts. Hilton for IVA Convention. Arrived there at 7 p.m. - met Chuck, Dr. Ramp and Charlotte Ferketish for dinner.

WEDNESDAY  Attended the Liaison Council meeting. Held Intern Mtg. to discuss presentation and assessment forms. Still many cannot accept differences in Universities. Afternoon presentations were made by Bi-lingual and Native American projects in the Chicago area. The evaluation of Voc. Ed. Internal programs (Stadt program sort of went down.) Interns met to go over guide in p.m.

THURSDAY  Attended IBETC meeting with Dr. Elliott in a.m. Went back for some in afternoon. Attended general session at 1 p.m. with Mamie from Texas. Went to IBETC for dry session and left @ 4 p.m. Took Nelms and Griffin to airplane, Sue & I went to dinner and she spent the night. Wed night some new people @ CARPS, attended w/Clark Essary. Met people from Lockport, Lake Co.

FRIDAY  At 10 a.m. the Interns held their session. There were 35 attended. I talked to four people about Eastern. The morning was taken with that--went to Airport, came back and attended session on Reauthorization and Budget cuts with Jim Galloway, John Washburn, Robert Evans and Gene Lehmann, AVA President. Was extremely interesting.

SATURDAY  Attended the final session on Reauthorization and they held a mock hearing. Panel was Rep. Davis, 42nd Dist, a staff person of local Rep. Rupert Evans and Roger Claar. Really another good session with informative, realistic events. Region 3 meeting was all day Saturday so did not leave hotel till around 4 p.m. All in all a very good week. Met many people, old and new acquaintances, spent time with good friends and learned more about Voc. Ed.
EASTERN ILLINOIS UNIVERSITY
Occupational Education Office

Intern Weekly Log

Week Ending 3-6-81
Submitted By B. Kimball

MONDAY  Most of the day was spent taking care of reports, reimbursement claims, and getting things back together from IVA. We (C.J.) discussed the IVA Convention and what I learned, who I met, the Internship and my friend Sue Walton that I have recruited. She is going to apply for Springfield based experience.

TUESDAY  Began again working on the Short and Long Range Plan. Most of the information I have requested from the departments/schools has been submitted. I have recorded that information and worked on writing the Institutional Development portion. Elaine Pike, Ind. Study student, was in & C.J. helped her w/PERT.

WEDNESDAY  Went home and wrote on the Institutional Dev. portion--had Joyce help me get in proper form. Came to the office at 4:30 to type up for meeting in the morning. I have the basic thoughts on paper--but with no polish, wish I could develop those skills. Had to cut class in order to be prepared.

THURSDAY  OTE meeting this morning and we presented the Institutional Development plan for FY '82. I presented the sheets with goals, objectives and activities. They were all happy with the activities and discussed just how to manage to get them completed. Spent the balance of day working on the plan.

FRIDAY  The day was spent writing, cutting and working on the plan. Talked about CETA brochure with Don Garner. Hope to get started on that item soon. The plan is coming along fine but a lot of work to do that I know nothing about. Chuck and I got away and worked on a budget. Looks better now.

SUMMARY  The plan is the primary assignment for the office until it is complete. I am learning many things about what goes into it and how it is organized. The whole experience will be great, a lot of pressure, but will feel good to be done.
**EASTERN ILLINOIS UNIVERSITY**  
Occupational Education Office  

**Intern Weekly Log**  

Week Ending 3-13-81  
Submitted By B. Kimball

**MONDAY**  
Dorothy, C.J. and I worked on the Plan all day. We finally left the office at noon and went to Joley's home to write. We put together the Univ. Voc. Ed. Goals and Objectives and Activities. I came to the office at 4 p.m. to type them and cut and paste to Univ. goals. Joyce came in at 7:30 & helped me, I typed info from Depts/Schools and we cut & pasted till 10 p.m.

**TUESDAY**  
Rick Kniepe was in and left his Ind. work, I need C.J. to look at it. Copied for C.J. & D. L. the work we did last night. Went to write on some final items necessary for the plan--the evaluation, impact and time charts. Also need to discuss deliverables of final report, final report on plan, and FY '83 plan.

**WEDNESDAY**  
This morning I spent helping Joyce get ready for her oral prelims! I did some typing and copying while she read and wrote. At noon I decided I would take her up as she was too tired and keyed-up to drive alone. We left town around 1 p.m. and went to U of I. She had an appointment at 3 p.m. Picked her up at 5--She passed, they signed the documents!

**THURSDAY**  
Liaison Meeting in Springfield. I did not go as the Plan is not complete without prospectuses. Dr. Joley felt it was more important that I stay here and work on the Plan. I also worked on reading the CETA final report to prepare information for the new brochure. Made calls to Merigis--he is out of town.

**FRIDAY**  
Talked to Dr. Sullivan, Dr. Elliott about prospectuses and to Tom about a job. He is very supportive and encouraging. Went to Education to North (NO) went to Home Ec to see Coby & Hubbard, they will submit something. Talked to Helsel & Nelsm & Wright in Technology--they will submit. Talked to Saltmarsh and he will submit. Lots of people gone on Friday Afternoons.

**SUMMARY**  
The week felt good as the Plan was nearly completed. All that we can do has been done. It has all gone together fairly well. Dr. Joley is pleased with the way it looks and reads and that is the main person to please as he is aware of all prior plans and how they were funded. Hope all goes well with the document in DAVTE.
MONDAY  Talked to Dr. Merigis this morning about my absence from his class. He strongly urged me to drop the class as I had made choices that had to be made & now go on with the best decision. Met Dr. Crouse and talked with her for an hour regarding CETA truck driving school; CHORE services and Amway. Followed up on prospectus.

TUESDAY  Spent nearly all day working on Staff development budget. Entered all grants on the books that have been approved. Figured current balances and figured where monies could be transferred from--B. Owens came in & discussed modification before I submitted to Joley & Rives. I typed up letter, made mod. & got signatures & mailed!!

WEDNESDAY  Tues. p.m. I had talked to Don Smitley regarding revision in Specialist program. Also discussed the 2 hr. Independent Study with him and he strongly approved of Sex Equity theme in Vocational Education. Sent letter to him regarding changes to Merigis re: Drop of 5700 & letter to Jane Adair requesting I serve on Sex Equity Cadre!

THURSDAY  I wrapped up final going over of Plan with Judy. We numbered pages, and computed a list of continuing projects. Judy did Table of Contents and all is ready for duplicating. Finished up all untied ends and left at noon for the rest of the week.

FRIDAY  OFF

SUMMARY  Was a productive week for me. Felt better about the coursework when I found out the 4 hrs. I'm taking now will substitute for the 4 hrs. of Field Experience. I picked up registration materials for Summer & Fall. I will be all done by end of Fall '81 with exception of Thesis. Sure hope to finish this degree--one way or another!
EASTERN ILLINOIS UNIVERSITY
Occupational Education Office

Intern Weekly Log

Week Ending 3-27-81 Submitted By B. Kimball

MONDAY OFF

TUESDAY Spent the a.m. looking at Elaine Pike's 4800 Ind. work. Asked Dorothy for assistance as she had not done her PERT correct. Worked through it with Elaine. Visited Solar Home and talked to H. Nelms (got his prospectus). Went to Registration and filled in Smr & Fall class requests --Talked to Sandy Mc re: jobs, plan, budget, experiences, trip to DAVTE--to Class.

WEDNESDAY Worked on Reports for Interns. Went to ESR ofc. to check on certification. Need a duplicate and to bring up-to-date! Went to Placement to see about credentials, picked up forms, looked through bulletins available there. Sent recommendation request to Dr. Rose Ann Sanders. Searched Chronicle of Higher Ed for job possibilities. The Prospectus for Target 2000 was worked on, and the staff development survey. Substituted for LLC in Bus. Ed. @ CHS in p.m.

THURSDAY Most all day Joyce and I worked on the prospectus for Target 2000. I also worked on the staff development fiscal reporting for OTE. Don Garner was in at 11 and we discussed the CETA brochure for the "How To" information. Don has very creative ideas and the power to pull info from others and turn that into an interesting plan of action. I will enjoy working with him on this small project.

FRIDAY The entire day was spent working on the plan. It is due the end of the month. The thing is copied and Judy and I put parts of it together by hand. Howard Nelms was in and discussed his prospectus. The plan is done and I wish it was all together and ready to go.

SUMMARY The Short and Long Range Plan has occupied all our time and is not completely together yet. The writing is done but not all together. It has been a very worthwhile learning experience--too complex to write each day's activities. The office staff has helped a great deal--from support by secretaries to assistance by Joyce & Dorothy and, of course, Chuck.
EASTERN ILLINOIS UNIVERSITY
Occupational Education Office
Intern Weekly Log
Week Ending_4-3-81___ Submitted By_ B. Kimball

MONDAY The morning Judy and I worked on actually putting the plan together. Talked to Coby Simerly regarding her class next week. Sent out the staff development questionnaire to all OTE personnel requesting replies by 4-10-81. Hope for good results. Met with Melanie Rawlins re their prospectus. Decided to rewrite--Joyce and Melanie did that, typed & copied & all worked on getting it changed in the plan.

TUESDAY Chuck & I took the 1 & 5 yr. Plan to Springfield. Met with Hofstrand. Had lunch with Sandy, Sue, Sylvia Gist, C.J. & son. Went to the House of Reps. while in session after lunch and visited the proceedings, went back to DAVTE and then took Sylvia Gist to Springfield Airport.

WEDNESDAY Met with Don Lauda to discuss Pittsburg staff-dev. trip. Chuck and I finally did the Intern Evaluation. Worked on staff development activities and fiscal reports. Discussed the ETA conference in Minnesota with Chuck & Dorothy. Received the budget modification from DAVTE for staff development. Worked on submitting all the out-of-state travel requests for Tech.

THURSDAY Read the materials supplied by DAVTE on Sex Equity. At 2 p.m., we closed the office and went to the Home Ec. Ec. Center to help Coby Simerly with a slide/tape presentation she had developed. She needed several different voices and we all were happy. B. Owens official appointment as Dean.

FRIDAY As was the last day of Spring break and many people gone from campus and especially this office, it was a day not to do much but visit and read. Lots of both were done in Occ. Ed. Office.

SUMMARY The entire week was Spring Break for EIU. I chose to work--or to be in the office as I wanted some time off later. All this was fine with C.J. The week was productive as several staff dev. questionnaires came in and the comments are good.
MONDAY  Sent Elaine Pike to DAVTE for tour. Sandy took her around all afternoon! Judy and I reworked budget for money for Sandy & Sue to go to D.C. Got it all identified and ready to check out w/C.J. Went to library in afternoon to work on CETA brochure. At 4:00 Bill Hill & I took Coby's Occ. Homemaking Class for her. We discussed the plans for secondary education.

TUESDAY  Took care of getting my transcript sent to Placement to become part of credentials. Went to Housing Office and talked to Cláudia Handre Occ. Ed. program. Also talked to Lou Hencken & Joy Castle re: her work experience there. - Dean Rogers passed away. Met with Don Garner to make sure we are both on the same track.

WEDNESDAY  Spent all morning with Joyce doing her interview as part of her dissertation. Was a good time--we both learned something! Did some job search things for self and then went to Coby's class again. Did the slide/tape show on 3 phase system & Bill went into depth re the on-site visit.

THURSDAY  Liaison Meeting in Apr. Went up with C.J. and Lana Hofer. The meeting was about average, but dinner with Gene Bottoms, etal. was good. Rupert has such basic good sound thoughts! Loved it.

FRIDAY  Liaison meeting was over before lunch, so home early.

SUMMARY  As time draws near the end of Internship the pressure mounts. Both job searching for what you want (?) now that you've tasted the best.., and in terms of the end of the school semester again when papers, tests, projects are due. I have also taken on an extra project and only need more time for all I still want to do as an Intern.
Intern Weekly Log

Week Ending 4-17-81

Submitted By B. Kimball

MONDAY Shirley Stewart, Director of the Adult Re-Entry Center, at Lake Land College, and I left Sunday evening for St. Louis to attend the Annual American Personnel and Guidance Association Convention. We checked in and Monday a.m. went to register for Conv. I decided not to pay $45.00 to APGA and got in to the exhibits without a badge anyway. They were all text parts of exhibits and schools. Saw Jan Triechel, Paul Overton & talked about his dept. opening. Attended very few sessions. Such a total different atmosphere from AVA. Could not believe the difference, no camaraderie apparent, each doing own things, lots of psycho-therapist things going on. Shirley was not into that stuff either.

THURSDAY Thursday and Friday were vacation days for B... as I worked 5 days on spring Break.

FRIDAY

SUMMARY
Monday. Met with Lana Hofer regarding the staff development survey I had done. She gave me forms to transfer the responses of the questionnaires and determine codes. Spent all day getting that information transferred and ready to run on the computer.

Tuesday. Had an appointment with Wayne Owens to discuss their total program. He spent two hours with me to explain how they are organized and what they do and how I might fit into their organization. He will think about a position and see if I could fit in. Met with Kathy Doyle regarding her workshop and presenter.

Wednesday. Met with Mary Lou Hubbard regarding her staff development activities. She has decided to decline the money (grant) at this time. Met with Lana Hofer to get the survey on the computer. Don Garner was here and we went over the CETA brochure ideas together. He is totally confused and needs input as to further understanding. Also talked to Dr. Matzner regarding extension of E (Ind. Study).

Thursday. Was the Reauthorization Workshop at EIU. The consultant was LaVera Morriett from Dept. of Labor. She brought the process of law making to a simple form. Explained the bills and where they were now and how local people had an input to Congressman. Has some small group activity with special interest group input. Dr. Joley met in afternoon w/area vocational leaders re our Congressman.

Friday. Was the Special Needs workshop at EIU. The consultants in for the day were extremely interesting and had ideas on approaches for special needs. Lots of historical information given and some ties to the reauthorization. The amount of paper reports, brochures available was good, the attendance was very poor and I was sorry it had not been better advertised.

Summary. The week was a full unproductive one, for me personally. Lots of time spent talking and very little time for action and work. The two workshops were very poorly attended and was a disappointment to me. I thought more people would be interested (even on campus) and just wonder if it was a wise use of staff development monies.
MONDAY  A landmark day for Occupational/Vocational Education at Eastern. Babe Woodyard was here and spent about an hour with Bill Hill, Chuck Cole, Chuck Joley and B.K. He listened some, doesn't understand much, but is willing to learn. We have some information together that needs to be made simple so he can use it better. I went to Springfield and attended a pre-session for new cadre members in sex equity at Baures)

TUESDAY  Today was a training session with a consultant, Amanda Smith, from North Carolina, in the humanistic approach to sex equity in vocational education. All the things she said were very good and all things you think about, but just good to hear someone put them all together and say them. I left early to come to EIU for my class at 5 p.m. and take home final.

WEDNESDAY  Went back to Springfield this morning for final day of sex equity training. Learned of programs going on in Illinois that foster sex equity in Voc. Ed. Had small group do the nominative group technique to brainstorm problems and solutions or strategies to use when conducting a workshop or training session. Was a good session. Met Chris Panek.

THURSDAY  Left 8 a.m. to go to Danville with Joyce to recruit new students into the BSCO program. Talked with 10-12 people regarding their work history and how or if they might fit in. Lots of health related people coming in--some really high powered people want into the program. Should be an interesting year, and a growing interest is present.

FRIDAY  Had to cancel a meeting with Barbara Owens and Bob Miller. Did not have info together for Barbara as staff development bills are still coming in and need to be entered in books. Bob Miller could assist in a job search but I'm not sure just how. His grant from DAVTE has been re-authorized to another ESR.

SUMMARY  The week was exhausting! And was most informative. The sessions in Springfield had a lot of content, were well planned, thought through, and well-attended. I enjoyed going to Danville as is nice to get out and talk to people who are enthused and excited about school and improving their careers.
The entire day was spent researching material for the case study given by Dr. Matzner as our take-home final. I went out to Bill Hill's office and we talked through the case and he gave me info to read from School Law. Also consulted with Judge Sunderman, with the NOLPE, read the court cases and made decision. Worked till 11 p.m. at ofc.

Dr. Kazanas called from the U of I and asked me about my future plans. He will possibly have 2 positions open in July and wanted to know if I was interested. They are both research projects with part-time school. Strandberg was in to discuss the Retreat next week and what should be covered. Worked on the CETA brochure.

Met with Larry Williams regarding the deferred payment on fees & tuition. He will take care of it for me. Had to sign a special form for less than full-time summer school. The balance of day I spent typing all the CETA brochure information so we can begin to edit, cut and paste. Helped Judy with some staff development bills.

Worked on staff development computer printouts and trying to draw some conclusions. Went to Placement Office again, and to the Financial Aids office regarding insurance. Worked on a variety of staff development problems/bills coming in and where to charge them. Judy is getting books updated.

Chuck talked to Joyce and I regarding the possibility of the Target 2000 prospectus being funded - or a full proposal requested. Need to think that through before we negotiate Liaison contract. Elaine & Rick came in at 1:00 to discuss their lesson plans. Did that whole scene for Dr. Joley...should be grateful. Talked w/Bob Miller.

This week sure picked up the job possibility aspect of next year. All at once there may be about 3 possibilities. Funding at the Washington, D.C. level still has a direct impact on what and where the jobs are going to exist. Has been a good week, got to talk to Dorothy & Joyce.
Monday Got all my files together from the visit to Danville and made notes and worked them through for Helen. Had several people interested in the BSCO program who were involved in Health occupations. Talked with Sue Walton regarding Internship for next year. The afternoon was spent working on the Staff Development Survey to present at Retreat tomorrow.

Tuesday Drove Chuck, Dorothy & Joyce to Allerton Park for the OTE Retreat. Twenty-five faculty attended. We worked in small groups to determine activities to accomplish the thrusts as set forth in the Short and Long Range Plan. Large group discussions took place too with input from anyone who chose to respond. Evening hours spent w/Walters and Kirk doing teacher burn-out workshop.

Wednesday Second day of Retreat...small groups discussed specifics regarding activities to be done in each thrust area. Gathered as a group--gave reports. Implemented the nominative process in order to rank areas of importance to entire group. Vice President Rives attended this session, listened to reports and then talked with the group about total University goals & thrusts.

Thursday Liaison Council meeting in Springfield. Was a session mostly dealing with legislation and the process of working with the local legislators and congress people. Joy Janesek gave out lots of good information once again. I met with Dr. Kazanas and discussed possible employment on a project. He will send me information about U of I.

Friday Was second day of Liaison Council meeting--Chuck Joley was elected chairman for the coming year. He has some new directions he would like to take the Council. Should be an interesting year--too bad the Internship program has gone by the wayside, could learn a great deal from him--watching him deal with people.

Summary This week was an extremely beneficial week--lots of good relationships were developed at the Retreat. People attended who had never before expressed an interest in Voc. Educ. --now they understand a little more about how it works at Eastern--that is one giant step in the right direction.
EASTERN ILLINOIS UNIVERSITY  
Occupational Education Office

Intern Weekly Log  
Week Ending May 22, '81 Submitted By B. Kimball

MONDAY  Took this week as Spring Break week!

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SUMMARY
MONDAY        HOLIDAY

TUESDAY       VACATION DAY – made up day as worked 3R's Retreat

WEDNESDAY    Spent today talking to Chuck about future employment. The
     prospectus that Joyce and I entered with the Plan to DAVTE has
     been through the Del Phi method twice and is now ranked #2
     in the state. There were 109 submitted totally. It will be
     funded but not formally asked for a full group proposal until
     sure about money from D.C. Probably Sept. 1st.

THURSDAY     Dorothy and I went over the information for the CETA Brochure.
     As I had written lots of stuff, we edited and changed the format
     to fit a new theme of Don Garner's. It ended up in 5 or 6
     major areas with small topics under each, afternoon I borrowed
     a table and got set up to work on Sex Equity Independent Study.

FRIDAY        Gene Strandberg came in to pick up all the notes on the 3R
     retreat. Went over the two days worth of notes and Gene is
     going to write the final report based on the notes taken and
     his outline. It is all due in Champaign by June 15, went to
     lunch with a friend and then home to work on the Sex Equity
     Independent Study. Had lots of reading to do before I could
     write.

SUMMARY      All in all the three days were pretty productive. It is difficult
     to get started on Independent work when there are many things to
     do in the office as well as think about jobs. Did receive the
     admissions/application information from Dr. Kazanas at U of I
     on Friday. Need to complete those and submit to Graduate School
     ASAP.
EASTERN ILLINOIS UNIVERSITY
Occupational Education Office

Intern Weekly Log

Week Ending June 5, 1981
Submitted By B. Kimball

MONDAY Worked all day at home on Independent Study on Sex Equity. Lots of materials to read and sorting through information to put together in a logical manner. Am progressing slowly but surely. Will make my self-imposed guidelines.

TUESDAY Worked all morning with Dorothy finishing up the last page of the CETA pamphlet. It is ready for Don Garner to put the final touches to it! Went home at noon after having talked to Rhonda (Sec.-Grad. School) about typing my papers. Finished the Sex Equity paper at 2 p.m. Brought it to the office to be typed.

WEDNESDAY Richard Hofstrand was in the office all morning meeting with Chuck as the new Chairman of the Liaison Council. They set some goals for the Council and in general discussed the impact of the past year. Began reading the materials I gathered on staff development. Is very interesting how all this first began. Read, Read, Read!!

THURSDAY Accompanied Joyce to U of I for OK on dissertation from Rupert Evans. She had started writing—and I love it, is good to me, but needed feedback before she went too far. He loved it and gave her all kinds of reassurance. We were home by noon and I began reading again for the Staff development independent study.

FRIDAY Went to Registration this morning and withdrew from summer school. Feels good not to have that pressure. Worked all day on the Independent Study in Staff Development. Really some interesting facts are coming out about why and how in-service education was first used. Would hope to get started writing this weekend.

SUMMARY The week was a whirl-wind part of time as Ed and I are making plans to be married. The office is all excited and I have lots of decisions to make. Not going to summer school is only the first of many yet to come. The Independent work is going OK, but seems slow to me. Will have second one done before Liaison meeting next week.
Intern Weekly Log

Week Ending June 12, 1981 Submitted By B. Kimball

MONDAY Judy and I worked on Budget for staff development. Does come out right with books downstairs. Still have some outstanding bills to come in on workshops. Once those are in, can write final report. Worked all afternoon on reading and writing. Staff development paper. Chuck would like to use it in his final Report.

TUESDAY Entire day was spent at home writing the staff development independent study.

WEDNESDAY About 4 p.m. finished the paper on staff development and took it to Rhonda to be typed. Really a lot to get off my mind. Still have to complete the Bibliography sheet for her.

THURSDAY Went to Liaison Council meeting Springfield. People from Impact Project (Rupert, C. Sanders, Russell, Bardett-U of I) presented and listened to discussion of Impact of Liaison on Voc. Ed. Each Univ. reported Interns reported on next year's plans. Had a social hour at Hofstrands. Met Mrs. Ramp-SIU, some managers came & Galloway.

FRIDAY People from SIU & Nat's Educ. Studies presented the 166 competencies necessary for leadership in vocational educ. Galloway met with Council and discussed funding cuts for FY'82—about 12% for Illinois & the Reauthorization Bill. Discussed the Three R's Project and next meeting in July at Eastern. Was a good meeting—said goodbye to lots of friends.

SUMMARY The week was great! I finished two projects (some more to go) and attended a successful productive Liaison meeting. Everyone expressed congratulations to me and wished me good luck in finding employment. Galloway said not to hesitate to use his name or call if I needed anything. Pete Johnson, SACVE, was very supportive and sure was good to hear. Had a long lunch w/ B. Worth, S. Burge, S. McCamy, P. O'Malley, R. Hofstrand, C. Joley on Friday.
MONDAY  To the office to catch up on reports and financial matters.  
Turned in one Ind. Study to Smitley and checked on program—
   can finish with no problem in Minn.  Do need to do the orals
on my field study—so need to get that done before I leave.
   Talked w/Joyce about prospectus and how she feels it will come
together.

TUESDAY


WEDNESDAY  Have for all practical purposes completed the Internship.
   Will leave today to go to Minnesota to finalize all plans.
   When I return I write the Field Study and use it as the Final
   Report to DAVTE.  All my time will be directed toward that goal.

THURSDAY

FRIDAY

SUMMARY

The End – Thank you!