(*Please take some time to put some thought into filling out this form, which will guide your department for the year. You can refer to the “Academy Team Department Planning PowerPoint,” which has some references that may help you. Please return this form, completed, to Liz, no later than Wed. Aug. 28 - first day of staff week, by re-saving the document with your department name, and then emailing. We will then schedule a meeting together to discuss, finalize, and gather any materials needed.)*

**Department Title**: (See Department Org Chart Slide)

**Teacher Leader:** (Your Name)

**Student Leader:** (TBD student name)

**Description of Department Team:** (see Academy Department Org Chart slide and/or Student Leadership Teams slide. Feel free to change things.)

**Department’s Purpose/Mission:** (In 2-3 sentences, explain what you believe is the overall purpose of your department team. Feel free to also check Student Leadership Team slide.)

**Department Goals for 2013-14:**

1. (List 3-4 specific goals, or things you want to accomplish this year, for your department. Be sure to check our Academy Core Values and Academy BHAGs, first. All department goals should connect to and/or support these. Please use the SMART Goal Format (we make the kids use it!) See the next page of this document \*You may want to consider doing this last.)

**Department Activities:**

* (Bullet list all activities, responsibilities, etc. that you believe should be under your department’s jurisdiction. Consider things we have done in the past, look at the Yearly Academy Events to add things we do regularly, and don’t forget to add things you would like to do or organize. We will go over this together.)

**Department Start-Up Support Needed:**

* (List everything you think you will need in order to start running your department. This may include files, templates, access to data, supplies, items we can purchase with grant $$$, explanation of how something works, “training,” meetings with certain individuals, etc.

**Department Ongoing Support Needed:**

* (List everything you can think of that you will need in order to maintain your department this year. This may include resources, scheduled meetings, supplies, documents, spreadsheets, etc)

Goal-Setting the SMART Way

**Why set goals? Motivational speaker Brian Tracy said, “**[**People with clear, written goals, accomplish far more in a shorter period of time than people without them could ever imagine.**](http://www.brainyquote.com/quotes/quotes/b/briantracy173268.html)**” Developing sound goals is critical to your own success. In this activity, you will set goals for the upcoming year. Use S.M.A.R.T. goals that support your personal mission and vision, and are related to the vision of this academy. A SMART goal is defined as one that is Specific, Measurable, Achievable, Relevant (and Realistic), and Time-bound. Below is a definition of each of the SMART goal criteria:**

**Specific**: Goals should clearly define what you are going to do, and be simplistically written. A specific goal is not general or ambiguous; it details exactly what is expected, why is it important, who’s involved, and which attributes are important.

**Measurable**: Goals should be measurable and result-driven so that you have tangible evidence that you have accomplished the goal. How will you know if you have met your goal? Goals should measure outcomes, not activities. State the “how” by building what the goal will actually look like completed in terms of percentages, amounts, end product, etc.

**Achievable:** Goals should be achievable; they should stretch you slightly so you feel challenged, but should be able to be broken down into smaller, attainable steps. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal. You can meet almost any goal when you plan your steps wisely and establish a timeframe for action – even goals that may have seemed too challenging when you started. Achievement is all about *action*, so think about what you will actually have to *do* in order to reach your goal.

**Relevant & Realistic**: Goals should matter; that is, they should be important to not only you personally, but also to a larger cause. Relevant goals (when met) drive the individual, team, department, or organization forward. Make sure your goals are worth the time and effort you will put into them, and make sure they are linked somehow to the “bigger picture.” Goals also need to be realistic. If a goal starts out so huge, vague, or difficult that it feels impossible to achieve, you may not even *try* to accomplish it. Realistic and relevant goals motivate. Impossible or insignificant goals discourage.

**Time-Bound:** Goals should be grounded in a time frame with a target date of completion. A commitment to a deadline helps you focus on accomplishing the goal and prevents you from being overtaken by the day-to-day crises of less important, time-consuming tasks. A good time-bound goal is intended to establish a sense of urgency; it helps you push yourself. **Without such tension, procrastination is easy, and the goal is unlikely to produce an outcome.**

**Example Student SMART Goals:**

Goal A: to find a job after school

SMART Goal A (better): Secure an after-school job as a hostess for work experience (*Specific*) by submitting applications & resumes, and preparing for job interviews (*Achievable*) at 8 or more local restaurants *(Measurable*) by Nov. 31 (Time-bound). *Make sure you ask yourself if this is relevant & realistic!*

Goal B: to get a higher GPA

SMART Goal B (better): Earn at least a 3.0 GPA (*Measurable*) to become university-eligible by the end of first semester, (*Specific & Time-bound*) by attending tutoring twice per week, recording all assignments in my calendar, and setting aside 2 hours each night for homework (*Achievable*). *Make sure you ask yourself if this is relevant & realistic!*