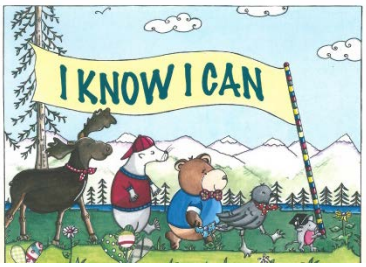


2014-2015 I KNOW I CAN

TIPS FOR TEACHERS & PRINCIPALS

Please return forms to Shelly Morgan via
Fax: 907-269-7991 or Email: shelly.morgan@alaska.gov

Questions? Please call: 907-269-7972

Here are some helpful tips for teachers and principals to make the program run smoothly.

Right Away We Will Need:

- A completed School Application which includes:
  - school specific information,
  - date and time options for our 60-90 minute visit to your school,
  - names and email addresses of your second grade teachers,
  - classroom information (so we can bring enough books and supplies), and
  - a count of any supplies remaining from previous years

Before the Event You Will Need to Collect (and provide to the coordinator at the event):

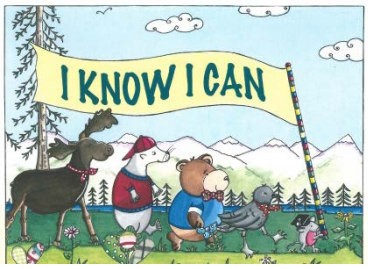
- address labels for your students (from the office or via Address Forms which we can provide). *We mail postcards back to the student 18-24 months after our event. Ask for a grandparent address if you believe a family might move the next year.*

At the Event Expect:

- Two volunteers (and a coordinator) from the program to visit your classroom.
- They are there to:
  - answer questions about themselves (career, education and college experiences),
  - read the story "I Know I Can" answering questions along the way, and
  - help students to draw/color a postcard with career dreams (we take the postcards with us and mail them to the students' home addresses in 18-24 months).
- We ask you to:
  - direct traffic - moving students into the appropriate area of your classroom for each activity,
  - help students as they work on their postcards, meeting your classroom standards, for example, if you expect students to use a dictionary we will follow your lead, and finally,
  - provide a 'calming' presence, dealing with any disruptive behavior.
- At the end of the program we give each student a copy of the "I Know I Can" book to take home (some teachers prefer to hand them out at the end of the day which is fine too). You can help by:
  - having each student write his/her name in the book, and
  - encouraging students to complete the fun activities in the back at home with their parent or guardian (please don't do these activities in class – they are designed as conversation starters for home).

THE UNIVERSITY OF ALASKA COLLEGE SAVINGS PLAN

Alaska Commission on Postsecondary Education



2014-2015 I KNOW I CAN

SUGGESTIONS FROM THE FIELD

Please return forms to Shelly Morgan via
Fax: 907-269-7991 or Email: shelly.morgan@alaska.gov

Questions? Please call: 907-269-7972

Here some activities and themes which teachers have used before and after our I Know I Can visit.

- **Build a Career Board**

Have students draw pictures of their dream careers and put them on the board outside your classroom. Some teachers do this in preparation for "I Know I Can" and others do it as a follow-up activity.

- **Design a Career Timeline**

Create a timeline of goals from 2nd grade to their dream careers; include things that they might be engaged in along the way.

- **Advertise Your Alma Mater**

Wear attire from your alma mater (t-shirt, sweatshirt or cap) on the day of the event.

Put up a pennant from your college. These are easy to create by printing the school logo from the web and cutting the paper in the shape of a pennant – you can even post on construction paper that is the school's color.

Bring in pictures of your college campus – get them from the web if you don't have any.

- **Play the Career Game**

Ask students to name people that they know and what they think their jobs are. If students can't do that, think of unique locations, (like the airport or the zoo), and see if they can name careers of various people that work in that location.

- **Sing the 'I Know I Can' Song**

One volunteer, teacher and class sang the song in the book to the tune of "Skip To My Lou My Darling".

- **Host a Career Day**

Some teachers have invited various professionals to visit the classroom and talk with the students about their careers and college pathways.

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