

## Teacher Responsibilities

Teachers are asked to lead all 6 lessons in the classroom and work closely with the campus coordinator to ensure successful completion of the program. Lessons are 60 minutes each. Optional supplemental activities are available to build upon the lessons and extend each lesson up to 30 minutes each.

### Responsibilities:

1. Submit application complete with class rosters and principal/teacher signatures.
2. Participate in web training session to review Teacher's Guide and program expectations.
3. Set curriculum timeline to ensure completion of all 6 lessons prior to campus visit.
4. Conduct all 6 lessons in the classroom and attend campus field trip with students.
5. Work with campus coordinator to schedule dates/times for career panel presentations (Lesson 5), campus visit, and partner presentations (as available).
6. Review "Suggestions from the Field" for ideas to build college awareness before/after event.
7. Provide pre-assessment surveys to students for completion prior to start of curriculum.
8. Send home parent intro letter, survey card, and Family Information Sheets with each lesson.
9. Provide post-assessment surveys to students for completion within 1-2 days after campus visit.
10. Complete program evaluation form and return to statewide coordinator.
11. Arrange for transportation for the campus visit.\*
12. Coordinate with campus coordinator to arrange sack lunch for students at campus.\*
13. Complete program evaluation form.

\*Though not required, schools are asked to help offset costs where possible by providing school lunches and/or paying for bus transportation. Please contact statewide coordinator if this is a hardship for your school.