



TIPS FOR TEACHERS & PRINCIPALS

If you have any questions

Contact: Shelly Morgan at 907-269-7972; shelly.morgan@alaska.gov
<https://acpe.alaska.gov/Kids2Careers>

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

Right Away, We Will Need:

- ✚ A signed Digital Letter of Agreement (required prior to shipping curriculum).

We Will Provide Participating Schools/Sites:

- ✚ Curriculum program materials for each of your students:
 - Pre-Assessment Surveys (complete prior to 1st lesson; online or email/mail)
 - Family letters (send home to inform families about the program)
 - Family Information Sheets (send home after each lesson to inform families)
 - Post-Assessment Surveys (complete w/in 2-3 days after program; online or email/mail)
 - Family Survey cards with chance to win scholarship account (send home as homework after program, return to ACPE @ 1835 Bragaw Rd., Ste. 410 Anchorage, AK 99508)
 - Student Workbooks (6 lessons; ideally taught over 3-6 weeks)
 - Teacher's Guides, Supplemental Activities, and Google Slide Presentations
 - Assistance with Lesson 5 Postsecondary & Career Training Panels & in-person/virtual campus events

We Ask That Participating Schools/Sites:

- ✚ Print/prepare program and curriculum materials for each of your students:
 - Lesson Handouts (found in Teacher's Guide)
 - Family Information Sheets (included in shipment; please send home after each lesson)
 - Send home Family Survey Cards/Scholarship Contest at end of program; Collect like homework and return to ACPE; Email survey/scholarship link to families
- ✚ Arrange bus transportation both to and from your local campus if needed for campus visit

Prior to Beginning Curriculum, We Will Need from You:

- ✚ Completed Pre-Assessment Surveys (please return hard copies to ACPE as soon as complete)

After Curriculum Completion, We Will Need from You:

- ✚ Post-Assessment Surveys (completed online or returned w/in 1 week of curriculum completion and/or campus visit)
- ✚ Completed online Teacher/Program Lead Evaluation



SUGGESTIONS FROM THE FIELD

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Here some activities and themes teachers have used with Kids2Careers curriculum.

Build a College & Career Training Board

Have families and teachers write their college/career training and major/credentials on a board outside your classroom. Students can add their college & career training goals to the board as well. This can be in preparation for Kids2Careers or as a follow-up activity.

Advertise Your Alma Mater

- Wear attire from your alma mater (t-shirt, sweatshirt or cap) on the days leading up to the event;
- Put up a pennant from your college. These are easy to create by printing the school logo from the internet and cutting the paper in the shape of a pennant – you can even post on construction paper that matches the school color;
- Bring in pictures of your college campus – get them from the web if necessary

Invite College & Technical School Graduates to Talk With Your Class

Some teachers invite college and technical training graduates to talk about their education & career experiences with students. They can share their career path and field of study, as well as some of their fondest college memories, preparatory steps and challenges overcome.

Introduction to the junior version of Alaska Career Information System (AKCIS 360 Jr.)

Students already familiar with AKCIS 360 Jr. may find this program particularly useful as they work through the curriculum. Teachers who are not yet using AKCIS 360 Jr. can learn more about how both these programs together can benefit their students by visiting www.akcis.org.

Some of the many activities and tools available through AKCIS Jr. are:

- Self-assessment tools for students to connect career clusters to their interests,
- In depth exploration of over 600 careers, and
- Career exploration worksheets, group activities, resume builder tool.

To sign up for a free account for your school, call the AKCIS Helpline: 269-6929.