

Instructions

THANK YOU!

The South Dakota Healthcare Workforce Center would like to take this opportunity to thank you for your commitment to enhancing and expanding South Dakota's future healthcare workforce. It is only through partnerships with individuals such as yourself that we can work together to ensure a qualified, competent healthcare workforce long into the future.

The "South Dakota Health Career Kit" has been developed in response to the industry's request to provide a one-stop-shop for presenting health career information to students. Information contained in this kit will provide you with all of the tools needed to present health careers to students, community groups, etc. We hope you enjoy using the kits as much as we enjoyed creating them!

HOW TO MAKE LOCAL CONTACTS

In some circumstances, your local school or community group may contact you directly and ask you to come to their classroom or event to discuss health careers. In other cases, you may have to take the first step to initiate a relationship with the school or civic group. Since the kits are primarily designed for use in your schools, we will focus our efforts in that area.

To begin to establish a working relationship with your school(s), start by examining your contacts that may already exist. Perhaps you have a child in middle school or the guidance counselor is your neighbor. It's much easier to approach someone you already know rather than randomly selecting an individual to contact.

If you do not already know someone within the school system, the following individuals are great places to start:

- ◆ Principal or Assistant Principal
- ◆ School Nurse
- ◆ Guidance Counselor
- ◆ Classroom Teacher

Once you have identified your contact, a phone call is best; however, email can be utilized if necessary. Introduce yourself and state your request using the information below.

- ♦ The Healthcare Industry is one of South Dakota's highest growth industries
- ♦ An estimated 7,305 healthcare jobs will be needed between 2012 and 2022
- ♦ There are over 250 health careers in existence
- ♦ Careers in the health field are rewarding, challenging and exciting
- ♦ Because of the aging population, jobs in the health field are virtually guaranteed
- ♦ Many health professions can be obtained with on-the-job training or less than 4 years of post-secondary education

Ask your contact if it is possible to come to their schools to present a lesson regarding health careers or if they would prefer to meet with you to review the lesson plans and materials. Your contact may specify a grade level for you to address or you may need to suggest a particular class that you would like to address. (Keep in mind that, because of No Child Left Behind requirements, it can be difficult to get permission to enter a classroom. Do not be discouraged!)

Once you have classroom time scheduled, you may begin your lesson prep. The kits have been designed to minimize preparation time immensely. Proceed to the "Kit Content" section below to prepare your lesson. **Remember, the main goal of your presentation is to make kids aware of the wide variety of health careers that are available to them!**

KIT CONTENTS

Scripts: You will notice a script for grades K-5 as well as a script for grades 6-12. Choose the script most appropriate for the class to which you will be presenting. Keep in mind that these scripts are guides for you to use when presenting. Feel free to use as much or as little of the information contained within each document. These scripts provide you with information you may use in your lesson to focus on health careers. They also provide a mechanism for information exchange with the students. You'll notice some empty boxes or blank lines in the scripts that allow for dialogue between you and the students.

Keep your grade level in mind as you review the scripts. A presentation to a kindergarten class may require you to simplify some terms and ideas a bit more than the script outlines.

Activities: The next section in the kits is the 'Activities' section. These sections provide two lesson plan selections for each of the following grade levels: K-2; 3-5; 6-12. Which lesson you wish to implement is entirely up to you.

The format of each lesson plan is identical. The lesson name and grade level appear on the first line. Educational standards follow. This information is primarily for the teacher. The standards provide the information the teacher may need to comply with No Child Left Behind requirements. The 'purpose' of each lesson is next. Any materials that you may need to most effectively deliver the lesson are listed next. Lessons have been designed to require little or no resources that are not readily available to you or the teacher. The amount of time that is required to minimally teach the lesson is listed next. You may want to take this into consideration when planning your lesson. Your lesson selection may vary based upon the total amount of time you have to conduct your presentation. The 'Instructions' section is next. Details for teaching your lesson are spelled out here. 'Adaptations' provide you with some modifications or alternate instructions that may be of interest to you. The 'References' section gives credit to the developer of the lesson.

Worksheets: The 'Worksheet' tabs provide additional activities that you may wish to include in your lesson. If you complete your lesson early, you may want to copy these and hand them out to students or you may wish to leave copies with the teacher for future use. Note the different tabs for the different grade level: K-2 and 3-5.

On-line Resources: There is a listing that provides you with some additional activities that are located on-line. Notice they are broken down into grade levels. There is also a poster promoting HOTT (Health Occupations for Today and Tomorrow). This website provides many additional resources for teachers as well as students. They may be used in addition to your planned lesson, or they may be used as a stand alone lesson. You may also wish to leave a copy of these resources with the teacher.

Posters: The next section in the kits provides you with posters to use in your presentation. There is a poster for grades K-5 as well as a poster for grades 6-12. You may want to hang them in the classroom as you present. Some other ideas for poster locations include:

- ♦ Lunch rooms
- ♦ Gymnasiums
- ♦ Common areas such as the office or student center
- ♦ Locker rooms

Always be sure to ask permission to hang a poster.

Evaluations: We want to hear about your experience. The last section provides an evaluation. After completing a presentation, fill out the 'Tell Us How It Went' form and return it as per instructions in the yellow box.

KIT USAGE

These kits are intended to be your master copy of all enclosed materials. Please feel free to share copies with any interested parties, however, if possible, retain the original documents as your masters. Materials are also available on-line at healthcareers.sd.gov/healthcareertoolkit.htm.

Use as much or as little of the kit contents as you would like or as time permits. The kits are to serve only as a guide for you. Be as creative as you would like.

There are also more lesson plan choices located at healthcareers.sd.gov. Feel free to use any of these resources in addition to or in place of materials contained in the kits.

QUESTIONS?

If you have any questions on the kit content or use of the kits, please don't hesitate to contact the Healthcare Workforce Center at (605) 773-2706. We will be happy to assist you with your requests.

Again, thank you for partnering with the Healthcare Workforce Center on this most important issue. Your assistance is invaluable!