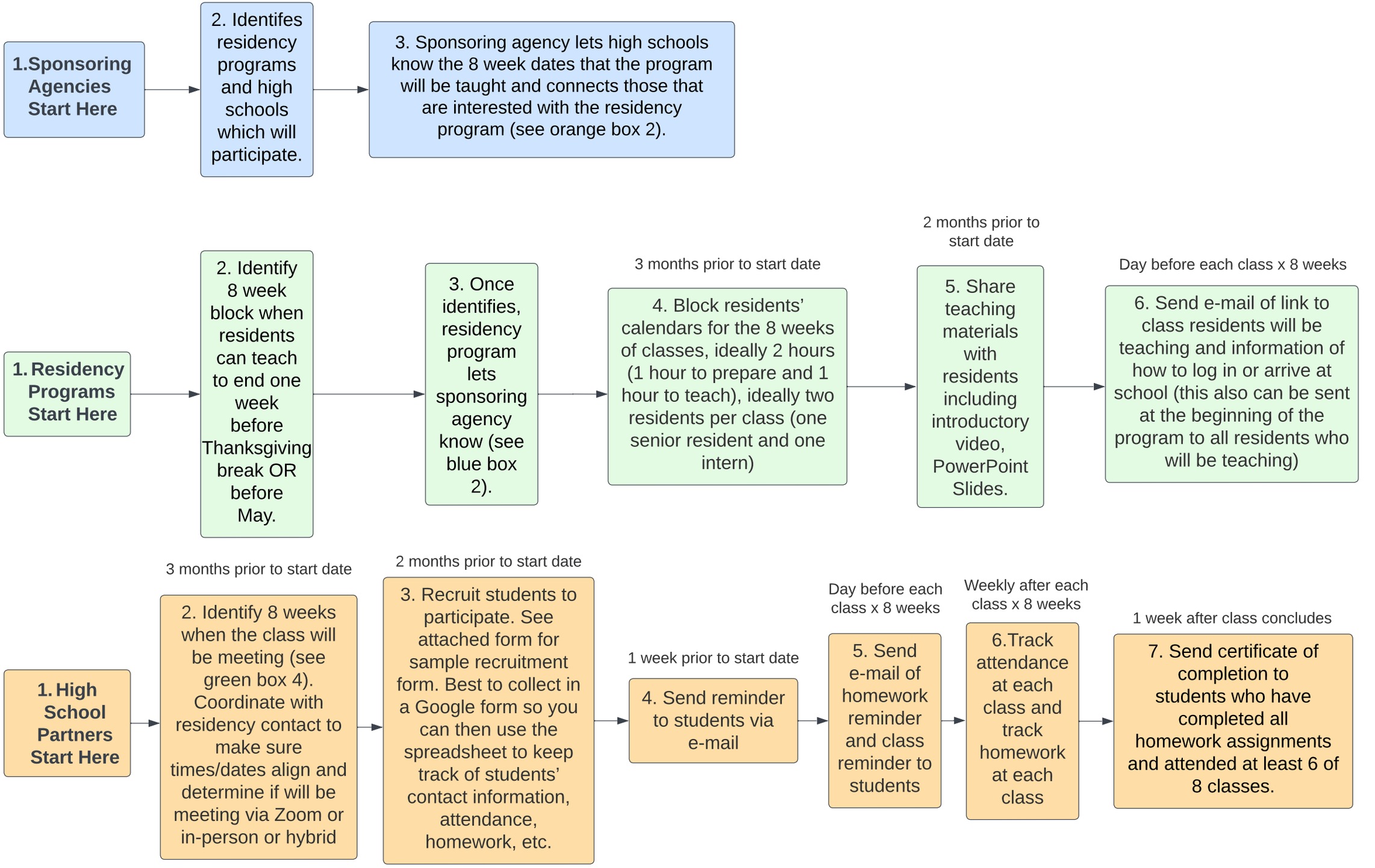
1.Sponsoring Agencies Start Here
2. Identifes residency programs and high schools which will participate.
3. Sponsoring agency lets high schools know the 8 week dates that the program will be taught and connects those that are interested with the residency program (see orange box 2).
1. Residency Programs Start Here
2. Identify 8 week block when residents can teach to end one week before Thanksgiving break OR before May.
3. Once identifies, residency program lets sponsoring agency know (see blue box 2).
3 months prior to start date
4. Block residents' calendars for the 8 weeks of classes, ideally 2 hours (1 hour to prepare and 1 hour to teach), ideally two residents per class (one senior resident and one intern)
2 months prior to start date
5. Share teaching materials with residents including introductory video, PowerPoint Slides.
Day before each class x 8 weeks
6. Send e-mail of link to class residents will be teaching and information of how to log in or arrive at school (this also can be sent at the beginning of the program to all residents who will be teaching)
1. High School Partners Start Here
3 months prior to start date
2. Identify 8 weeks when the class will be meeting (see green box 4). Coordinate with residency contact to make sure times/dates align and determine if will be meeting via Zoom or in-person or hybrid
2 months prior to start date
3. Recruit students to participate. See attached form for sample recruitment form. Best to collect in a Google form so you can then use the spreadsheet to keep track of students' contact information, attendance, homework, etc.
1 week prior to start date
4. Send reminder to students via e-mail
Day before each class x 8 weeks
5. Send e-mail of homework reminder and class reminder to students
Weekly after each class x 8 weeks
6.Track attendance at each class and track homework at each class
1 week after class concludes
7. Send certificate of completion to students who have completed all homework assignments and attended at least 6 of 8 classes.