



**The New York City  
Office of the Mayor  
Health Literacy Fellowship**



**Host-Teacher Application  
Due: May 23, 2008**

**The Health Literacy Fellowship** is a unique opportunity for adult educators and medical students to team-teach adult basic education and ESL classes 3 days/week for 8 weeks. It's an opportunity for adult education programs to implement innovative health literacy lessons in the classroom, to introduce their students to a future health professional, and to forge a connection between adult learners and the health care system. The relationships created as a result of this opportunity can transcend the classroom and help empower adult learners to take control of their health and their communications with physicians. In turn, future physicians will learn communication skills and strategies appropriate for their patient audience, creating a more accessible system for all.

**The 2008 Health Literacy Fellows** are 10 exceptional medical students with a dedication to community service and a growing understanding of health literacy. They are from 7 different medical schools and have just completed their first year of course work. Two fellows are Spanish speakers, 1 fellow speaks Chinese. 4 fellows have previous teaching experience. Prior to being placed in the classrooms, fellows will participate in interactive discussions on health literacy and adult education with fellowship alumni, adult literacy program coordinators, and teachers of both ESL and ABE. In addition, fellows will observe ESL and ABE classes in session prior to beginning their teaching experience.

**The Host-Teacher Application** is a chance for teachers to apply to host a fellow for 3 days/week for 8 weeks during the summer of 2008.

**Preference will be given to teachers:**

1. From programs with ESL *and* ABE classes in session during the fellowship dates, June 23-August 15. While fellows will only be team-teaching one class, exposure to both ESL and ABE class types is important for their holistic training.
2. Showing willingness to mentor and coach the fellow in clear & effective communication skills and teaching techniques;
3. Demonstrating dedication to implementing a health literacy curriculum for the 8-week summer;
4. Describing how the fellow will be involved in curriculum development and implementation.
5. Exhibiting a commitment to including the fellow in program-wide activities such as staff development and student intake.

**The 2008 Fellows-Teacher matching process will be collaborative.** Based on feedback from 2007, teachers and fellows will meet one another at a "Match-Day" event. They will have the opportunity to sit down, one-on-one and talk about classes, expectations, strengths, and weaknesses. Teachers will rank their top 3 fellow choices. Fellows will rank their top 3 teacher choices. The Mayor's Office of Adult Education will assign placements based on these rankings.

**The Application has 5 Parts:**

1. Contact Information
2. Classroom Information
3. Your Vision for the Fellowship
4. Schedule
5. Signatures

**Applications are due on May 23, 2008.** You will be notified of acceptance on May 30, 2008.

Participation in “Match Day” on June 4, 2008 from 6PM-9PM is required. Teachers and fellows will be notified of their matches on June 6th. The fellows report to their classrooms on June 23, 2008.

**Applications can be submitted via email, fax, or mail to:**

Fatima Ashraf, Health Literacy Coordinator, Office of the Mayor  
100 Gold St, 2nd Floor  
New York, NY 10038  
Fax: 212-788-3224  
Email: fashraf@cityhall.nyc.gov  
Phone: 212-676-0352



Thank you for applying to the Mayor’s Office Health Literacy Fellowship.

## Part 1: Contact Information

Teacher Name\_\_\_\_\_

Teacher Email\_\_\_\_\_

Teacher Phone\_\_\_\_\_

Class Location\_\_\_\_\_

Program Name\_\_\_\_\_

Program Manager/Director Name\_\_\_\_\_

Program Manager/Director Email\_\_\_\_\_

Program Manager/Director Phone\_\_\_\_\_

Program Address (if different from above)\_\_\_\_\_

\_\_\_\_\_

Do you have ABE *and* ESL classes in session between June 23 and August 15?

Are you able to attend “Match Day” on Wednesday, June 4 from 6PM to 9PM?

## Part 2: Classroom Information

Please indicate the type and level of class for which you are requesting a fellow:

ESL\_\_\_\_ (level)

ABE\_\_\_\_ (level)

GED\_\_\_\_

Other\_\_\_\_\_

How many students do you typically have on your summer roster and what is your average daily attendance during the summer?\_\_\_\_\_

---

Please describe the demographics of your classrooms. Please include age ranges, races, ethnicities, primary languages, etc.

---

---

Please list the days and times of the class you mentioned above. If you are unsure of your summer schedule, please provide your best guess.

| MONDAY | TUESDAY | WEDNESDAY |
|--------|---------|-----------|
|        |         |           |

## Part 3: Fellowship Vision

Please answer each of the following questions in 150 words or less.

1. Please describe how you have incorporated health literacy into your classroom. If you have not, please discuss how you would like to.

2. What qualities are you looking for in a fellow?

## Part 3: Fellowship Vision

3. Medical students are not adult educators. How will you help your fellow improve his/her teaching and communication skills?

4. How is the fellowship related to your professional goals as an adult educator?

## Part 3: Fellowship Vision

5. Please describe how you envision a health literacy fellow's typical day at your site, in your classroom, with you, with your students.

## Part 4: Schedule

On the following 3 pages, please mark days that your program is closed and/or that you are not teaching class. Please provide a reason, i.e., vacation, holiday, furlough, etc. Please also note days of intake, testing, professional development, etc. If you are unsure of your schedule, please provide your best guess.

### JUNE

| Sunday | Monday                                | Tuesday | Wednesday         | Thursday | Friday                               | Saturday |
|--------|---------------------------------------|---------|-------------------|----------|--------------------------------------|----------|
| 1      | 2                                     | 3       | 4<br>MATCH<br>DAY | 5        | 6<br>NOTIFICA-<br>TION OF<br>MATCHES | 7        |
| 8      | 9                                     | 10      | 11                | 12       | 13                                   | 14       |
| 15     | 16                                    | 17      | 18                | 19       | 20                                   | 21       |
| 22     | 23<br>FIRST DAY<br>FELLOW<br>IN-CLASS | 24      | 25                | 26       | 27                                   | 28       |
| 29     | 30                                    |         |                   |          |                                      |          |

# Part 4: Schedule

## JULY

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday                        | Saturday |
|--------|--------|---------|-----------|----------|-------------------------------|----------|
|        |        | 1       | 2         | 3        | 4<br>NO<br>CLASS<br>(HOLIDAY) | 5        |
| 6      | 7      | 8       | 9         | 10       | 11                            | 12       |
| 13     | 14     | 15      | 16        | 17       | 18                            | 19       |
| 20     | 21     | 22      | 23        | 24       | 25                            | 26       |
| 27     | 28     | 29      | 30        | 31       |                               |          |

# Part 4: Schedule

## AUGUST

| Sunday | Monday | Tuesday | Wednesday                     | Thursday | Friday | Saturday |
|--------|--------|---------|-------------------------------|----------|--------|----------|
|        |        |         |                               |          | 1      | 2        |
| 3      | 4      | 5       | 6                             | 7        | 8      | 9        |
| 10     | 11     | 12      | 13<br>LAST<br>DAY IN<br>CLASS | 14       | 15     | 16       |
| 17     | 18     | 19      | 20                            | 21       | 22     | 23       |
| 24     | 25     | 26      | 27                            | 28       | 29     | 30       |

## Part : Signatures

I agree to the terms and conditions of the Mayor's Office Health Literacy Fellowship. If accepted into the program, I agree to be host-teacher to a medical student for a period of 8-weeks. I agree to mentoring and coaching the medical student in communication skills and adult education methodologies. I agree to involve the medical student in all aspects of the classroom experience from developing lessons to co-teaching.

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

I agree to the terms and conditions of the Mayor's Office Health Literacy Fellowship. If accepted into the program, I agree to be host-program to a medical student for a period of 8-weeks. I agree to involve the medical student in all aspects of the literacy program's operations from staff development to student intake and testing. I agree to provide the host-teacher with all necessary resources to make the summer successful for all involved.

Program Manager/Director Signature \_\_\_\_\_

Date \_\_\_\_\_