

Daily Journalizing—Workplace Readiness Skills

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Great Ideas Lesson Planner

Lesson Title: Daily Journalizing—Workplace Readiness Skills

Subject: Internship—Apple Federal Credit Union

Time Duration: Ongoing

Teacher: Robin M. Albrecht

School: Osbourn High School

<p>Content Standards/Competencies:</p> <p>CBE: Numbers 1–21</p>	<p>Related SOL Objectives: (include all applicable, example English 10.7)</p> <p>History, English and Social Science CE.4,GOVT.17, CE.3,GOVT.3, GOVT.11, VUS.14,ENG.6.2, ENG.7.1, ENG.7.2, ENG. 8.2, ENG. 9.1, ENG.10.1, ENG. 11.1, ENG. 12.1, ENG.6.6, ENG.6.7, ENG.6.8, ENG 7.6, ENG. 7.7, ENG. 7.8, ENG. 8.6, ENG. 8.7, ENG. 8.9, ENG. 9.5, ENG. 10.5, ENG. 10.6, ENG. 10.7, ENG. 11.5, ENG. 11.6, ENG. 11.7, ENG. 12.5, ENG. 12.6, ENG. 12.7, VUS.15</p>
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1. DESIRED RESULTS

<i>Essential Questions</i>	<i>Knowledge and Skills</i>
<p>Why are preparation and attitude so influential in job success?</p> <p>What are some ways you can become better prepared for a job you may be starting?</p> <p>What experience/skills do you have that make you an attractive candidate?</p> <p>How can you best prepare yourself as a potential employee?</p> <p>Explain how career preparation may affect potential earning as an employee.</p>	<p>Students will know:</p> <p>Allocate Time and Money Organize and Maintain Information Use Computers to Process Information Reading, Writing, Arithmetic, Listening, Speaking Responsibility, Self-Esteem, Social, Self-Management, Integrity/Honesty</p> <p>Students will do:</p> <p>Participate as a member of a team Serve Clients/Customers Work with Cultural Diversity Problem Solving Decision Making Reasoning</p> <p><u>(Subject) Vocabulary</u></p> <p>Nothing out of the ordinary</p>

2. STUDENT ASSESSMENT

Prior knowledge	Ongoing throughout lesson	By the end of the lesson
<p>Writing and thinking skills</p>	<p>Each day that the class meets, the students are given a journal entry that revolves around workplace readiness skills. The activities are varied. There may be surveys to take, case studies to analyze, and dialogues to complete.</p> <p>Students also take the pre-test for Workplace Readiness so they can identify what areas they are weak in.</p>	<p>Students have an understanding of workplace readiness skills.</p>

3. LEARNING ACTIVITIES/INSTRUCTION

Introduction (hook)	What students are doing	Conclusion
Presented in the weekly log of assignments. (See attached Samples)	Journalizing for the day. They are also working the Kiosk or working on other tasks for the Credit Union, so they are applying what they are journalizing about on a daily basis.	Classroom discussion will take place the following week about the previous week's journal entries. All students will take the VA Workplace Readiness Test.

Accommodations	Required or Supplemental Materials and Resources
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<p>Extra support—The students have each other to bounce ideas off of.</p> <p>Enrichment or early finishers—Does not apply</p> <p>Various learning styles —They all approach the topic differently.</p> <p>That's ok!</p> <p>Limited English proficiency—Not a problem. They can take all the time they want.</p>	Students may need to use the computer and have Internet access now and then.
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Related Technology	Research/Best Practices/Strategy
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	Practical applications each day with the many assignments/tasks that are related to the Apple Federal Credit Union
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4. WRAP-UP (5-10 min)

Evidence of student learning/understanding	Homework
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Passing the VA Workplace Readiness Test	None
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5. OTHER RESOURCES NEEDED/COMMENTS (optional)

Take note of the attached weekly assignment sheets. These are only a small sample.
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