

Careers in Action

Summer Teacher Internship/Lesson Plan Writing Project

This lesson has been endorsed by Norma Jean Justance, Vice President, La Joya Area Federal Credit Union

Juana M. Perez	English II	Summer 2007
Teacher's Name	Course/Subject	Date(s)/Time

Content	Objective(s)	Career Concentration(s)	
	The student is expected to write a report that includes a recommendation on ways to improve the TAKS scores of their class based on benchmark results. The report must include visuals (charts, graphs, diagrams, spreadsheet, etc.) using Microsoft Excel.	<input type="checkbox"/> Agricultural Science <input type="checkbox"/> Art, Communications & Media <input checked="" type="checkbox"/> Business & Marketing <input type="checkbox"/> Health Science Technology	<input type="checkbox"/> Human Dev., Management & Services <input type="checkbox"/> Industrial and Engineering <input type="checkbox"/> Personal and Protective Services

TEKS Reference: 1ABC, 2E, 4DF, 13CD, 16AC, 17CDF, 21CD

TAKS Reference: Reading Obj. 3, Writing Obj. 4

Process	Focus/Anticipatory Set	Bloom's Taxonomy in Lesson	Multiple Intelligences	SCANS						
	In groups, have the students fill in a KWL Chart to gauge their skill level when using the MS Excel program. Discuss possible uses of the program in everyday life.	<input type="checkbox"/> Knowledge <input type="checkbox"/> Comprehension <input type="checkbox"/> Application <input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Synthesis <input checked="" type="checkbox"/> Evaluation	<input checked="" type="checkbox"/> Linguistic <input checked="" type="checkbox"/> Logical/Math <input type="checkbox"/> Musical <input checked="" type="checkbox"/> Spatial <input checked="" type="checkbox"/> Bodily-Kinesthetic <input checked="" type="checkbox"/> Intrapersonal <input type="checkbox"/> Interpersonal <input type="checkbox"/> Naturalist	Foundation	SCANS					
Relevance/Connection to Workplace	At the credit union, all departments must submit reports of their monthly activities. The CEO must then analyze the data she receives and create a report along with visuals to present to the board of directors of the credit union.		Competencies		SCANS					

Process	Instructional Methodology (Activities)	Instructional Material(s)	
	<input type="checkbox"/> Lecture <input checked="" type="checkbox"/> Teacher Modeling <input checked="" type="checkbox"/> Media Presentation <input checked="" type="checkbox"/> Small Group <input checked="" type="checkbox"/> Class/Group Discussion <input type="checkbox"/> Question/Answer <input checked="" type="checkbox"/> Guided Practice <input checked="" type="checkbox"/> Independent Practice	Benchmark Results Microsoft Excel Program	

Process	Detail(s) of Instructional Methodology (Activities)	Materials/Resources	
	In groups, students will receive benchmark results for their class (without names, of course). The teacher will guide them on how to analyze the results. Discuss basic and advance uses of the Excel program such as the summation symbol "Σ," creating charts, and the spreadsheet. Inform students that they will be creating visuals based on the benchmark results for the class. Once they created their visuals, they are to write a short report based on the information they analyzed and the visuals they created along with a recommendation on how to improve the scores before the next benchmark. Present to the class.	Sample Charts, Graphs, Spreadsheets Transparencies of Benchmark Results	

Process	Use of Technology	
	EIKI Machine Microsoft Excel Program Computer Lab	

Process	Accommodations	
	As per individual IEP student modifications.	

Product	Assessment	Bloom's Taxonomy in Assessment	
	<input type="checkbox"/> Teacher Evaluation <input type="checkbox"/> Employer Evaluation <input type="checkbox"/> Test/Quiz <input type="checkbox"/> Peer/Self Evaluation <input checked="" type="checkbox"/> Written/Oral Presentation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Knowledge <input type="checkbox"/> Comprehension <input type="checkbox"/> Application <input type="checkbox"/> Analysis <input type="checkbox"/> Synthesis <input checked="" type="checkbox"/> Evaluation	Report and Presentation

Product	Reteach/Enrichment/Homework	Lesson Closure	
	Ask students to survey adults and students about their skills level in utilizing MS Excel. Create one visual based on their findings.	Randomly ask students to identify the uses of specific Excel functions such as the summation symbol.	