

Careers in Action

Summer Teacher Internship/Lesson Plan Writing Project

This lesson has been endorsed by Felipe C. Salinas, Dir., College Access & Support Programs, UTPA

Lydia Prieto	Migrant Counselor	Summer 2007
Teacher's Name	Course/Subject	Date(s)/Time

Content	Objective(s)	Career Concentration(s)
	After completing a weekly time log, the student will analyze their current time management and develop an effective time management schedule for the next week. Using an excel spreadsheet, the student will allot time blocks for daily activities, fixed commitments, recreation, and studying.	<input type="checkbox"/> Agricultural Science <input type="checkbox"/> Art, Communications & Media <input 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:

TAKS Reference:

Focus/Anticipatory Set	Bloom's Taxonomy in Lesson	Multiple Intelligences	SCANS							
			Foundation	A	B	C	D	E	F	
Relevance/Connection to Workplace	<input checked="" type="checkbox"/> Knowledge <input checked="" type="checkbox"/> Comprehension <input checked="" type="checkbox"/> Application <input checked="" type="checkbox"/> Analysis <input checked="" type="checkbox"/> Synthesis <input checked="" type="checkbox"/> Evaluation	<input checked="" type="checkbox"/> Linguistic <input type="checkbox"/> Logical/Math <input type="checkbox"/> Musical <input type="checkbox"/> Spatial <input type="checkbox"/> Bodily-Kinesthetic <input checked="" type="checkbox"/> Intrapersonal <input checked="" type="checkbox"/> Interpersonal <input type="checkbox"/> Naturalist		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			Competencies	A	B	C	D	E	F	
Ask students to discuss situation where they have encountered problems or a crisis because of poor time management.			2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University findings indicate that poor time management is one of the greatest factors in academic failure in college. Student will recognize that personal time management allows time for personal leisure time, and that poor management can be costly and stressful. This application can also be applied to the work setting where productivity			3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Detail(s) of Instructional Methodology (Activities)	Materials/Resources
Complete survey on "What type of time manager are you". Divide class into small groups and discuss handout on different scenarios requiring decisions on time management. After discussion students will proceed to outline distractions, interests, and procrastination that get in the way of completing necessary projects. Provide handout and brochure on tips for developing a to do list, prioritizing, and overcoming procrastination and other time wasters. Students work in pairs as they discuss changes they will make on last week's schedule. Students will then independently proceed to update schedules on the computer to make necessary changes to improve their time management.	computer

Use of Technology
excel spreadsheet

Accommodations

Product	Assessment	Bloom's Taxonomy in Assessment
	<input checked="" 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"/> Others; _____	<input checked="" type="checkbox"/> Knowledge <input checked="" type="checkbox"/> Comprehension <input checked="" type="checkbox"/> Application <input checked="" type="checkbox"/> Analysis <input checked="" type="checkbox"/> Synthesis <input checked="" type="checkbox"/> Evaluation

Reteach Activity/Homework	Lesson Closure
The week before the lesson is presented, students will use excel to prepare a log of time spent on daily activities during the week. (studying, watching TV, surfing the net, talking on phone, sleeping, working, etc.)	Overview of the strategies used in developing an effective time schedule. Stress the importance of updating and analyzing time allotments on a daily and weekly basis so that students can balance their activities and meet their goals.