



Gold Seal Lesson

Author(s): <i>Marsha Kucker</i>			Lesson Title: <i>Company Policies: You Make The Rules</i>			
Grade Span			ICLE Application Model			
<i>K-4</i>	<i>5-8</i>	<i>9-12</i> <i>XX</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i> <i>XX</i>

Instructional Focus:

Writing - Students write for a variety of purposes and audiences with sophistication and complexity appropriate to the grade level.

Listening - Students listen for a variety of purposes appropriate to the grade level.

Speaking - Students speak for a variety of purposes and audiences with sophistication and complexity appropriate to the grade level.

Reading - Students read a variety of grade level materials, applying strategies appropriate to various situations.

Performance Task

1. Divide students into groups of two. Tell them to imagine they are the manager and human relations officer for "United Bank".
2. It is up to them to set company rules and policies for employees. It is their job to draft policies relating to the following: sick leave, holidays, vacation leave, permitted and non permitted absences, unpaid leave, flexible work scheduling, acceptable attire, and any other area that the teacher may feel would be important to address.
3. The policies must adhere to state and federal regulations. For each policy, justification should be provided as to fairness and compliance. The use of outside resources and research materials is required.
4. Each group should present and discuss their policies with the class.

ICLE Essential Skills

Apply in writing the rules and conventions of grammar, usage, punctuation, paragraphing and spelling. (ela 1)

Follow oral or written directions. (ela 4)

Identify, collect and/or select pertinent information while reading. (ela 5)

Present information in well organized fashion that will be clear to the target audience. (ela 11)

Discriminate important ideas from unimportant ideas while reading. (ela 15)

ICLE Essential Skills continued:

Use brainstorming, role playing, and standard problem solving strategies to define a problem and suggest solutions. (ela 19)
Understand and produce a variety of informative formats such as business letters, memos, reports, news articles, brochures, proposals and critiques. (ela 22)
Understand the personal, social, cultural and historical significance of a text. (ela 23)
Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc. (ela 30)
Apply, extend, and expand on information while reading. (ela 46)
Gather information such as data, facts, ideas, concepts, and generalizations from oral sources. (ela 51)
Participate in a one-on-one conference by relating essential information, asking questions on the topic, and using language to clarify information. (ela 69)
Analyze and evaluate a speaker's statements of opinion, personal preference and values. (ela 70)
Anticipate and address a potential audience's problems and misunderstandings. (ela 96)

Scoring Guide:**Distinguished (95 – 100)**

Outstanding work, fully meets all requirements; exhaustive coverage; completely understands and has ability to apply data to the solution of problems; shows originality.

Highly Proficient (90 – 95)

Excellent work, meets all requirements of task, good breadth; well planned and documented; shows fine understanding and ability to apply data to the solution of real and new problems; shows evidence of creativity.

Proficient (80 – 89)

Fine or good work, meets requirements of task; good breadth of coverage, well planned and documented; shows a good understanding and ability to apply data to the solution of real and new problems; shows some evidence of creative thinking.

Suggests Proficiency (70 – 79)

Fair work, meets many requirements of the task; fair breadth of coverage with some gaps; shows uneven understanding with some but not complete ability to apply data to the solution of real and new problems; needs to fill gaps.

Suggests Lacks Of Proficiency (65 – 70)

Uneven work, meets some requirements of the task; poor breadth of coverage with a number of gaps in coverage; understanding and ability to apply data to problem solving; needs to improve in significant areas.

Lacks Proficiency (Below 65)

Poor work, meets few if any requirements of the task; little or no breadth of coverage; little understanding and makes no significant attempt to apply data.

Keywords

English Language Arts	Mathematics	Science
Reading Research Independent reading Technology	Algebra	Earth Science
Writing Careers Word processing Vocabulary Technical writing Creative writing	Geometry	Life Science
Communications Audience Discussion Listening Oral presentation	Statistics	Chemistry
Literature	Calculus	Physics
Other	Trigonometry	Other
	Other	