

Culture and Procedures

The **BIG** Idea

- Why am I here and what is expected of me?

AGENDA

Approx. 45 minutes

- I. Warm Up: Name Tents and Welcome (5 minutes)
- II. Procedures (5-10 minutes)
- III. RTS in the 9th Grade (10-15 minutes)
- IV. College and Careers Quiz! (10 minutes)
- V. Wrap Up: Review With a Surprise! (10 minutes)

MATERIALS

STUDENT HANDBOOK PAGES:

- Student Handbook page 1, Roads to Success Overview
- Student Handbook page 2, College and Career Quiz
- Student Handbook page 3, RTS 8th Grade vs. 9th Grade

FACILITATOR PAGES:

- Facilitator Resource 1, DO NOW
- Facilitator Resource 2, Name Tent Directions
- Facilitator Resource 3, Procedures
- Facilitator Resource 4, College and Career Quiz Answer Key
- Facilitator Resource 5, Key Words for RTS 8th Grade vs. 9th Grade (Answer Key)
- Facilitator Resource 6, Venn Diagram: RTS 8th vs. 9th Grade
- Facilitator Resource 7, Grade 8: Student Handbook Table of Contents (class set on heavy card stock)

Colored 4" x 6" index cards

Family Intro Letters (one class set, see **RTS Program Manual**)

OBJECTIVES

During this lesson, students will:

- Recognize the purpose of participation in Roads to Success.
- Understand how their performance will be evaluated.
- Practice the following classroom procedures: entering and exiting the classroom, passing out and putting away binders, turning in and returning work, and taking attendance.

OVERVIEW

In this lesson, students are introduced to Roads to Success culture, course requirements, grading system, and classroom procedures. Students will complete a short quiz to pique their interest in some of the topics that will be covered during the year. Lastly, they will examine how the program will be different from last year.

PREPARATION

- List the day's **BIG IDEA** and activities on the board.
- Write the day's vocabulary word and definition on the board.
- The following handouts need to be made into overhead transparencies or copied onto chart paper:
 - **Facilitator Resource 2, Name Tent Directions**
 - **Facilitator Resource 3, Procedures**
 - **Facilitator Resource 6, Venn Diagram**
 - **Student Handbook page 2, College and Career Quiz**
 - **Student Handbook page 3, RTS 8th Grade vs. 9th Grade**
- Make copies of **Facilitator Resource 7, Grade 8: Student Handbook Table of Contents** on heavy cardstock paper (one class set).
- Before this lesson, establish procedures for storing handbooks, entering and exiting the classroom, turning in and returning work, and taking attendance, so that you are prepared to provide students with answers to each of the statements on **Facilitator Resource 3, Procedures**.
- In advance of the lesson, decide on an orderly procedure for distributing Roads to Success Family Intro Letters. It will work best to distribute these at the end of class.

BACKGROUND INFORMATION

“Why am I here?” and “What is expected of me?” Over the course of this lesson, and the one that follows, students should be able to answer these questions for themselves.

In combination, the first two lessons should pique student interest in the program; establish basic expectations, rules, and procedures; and create opportunities for Facilitators and students to learn something about each other.

VOCABULARY

Portfolio: a record of accomplishments and achievements, including samples of best work. In Roads to Success, career and college research and job-hunting tools (like resumes) that will be useful from one year to the next.

IMPLEMENTATION OPTIONS

If you choose to use the DO NOW option for your classes, you will need to explain your expectations for this activity. Here is an example of what you could say:

“We are going to begin every class with a DO NOW. As soon as you walk in you will need to look at the _____. (This could be the board or chart paper or an overhead transparency. Pick the spot that will be the easiest for you to implement). **It will be in this spot every class. You will need to write your answers on a _____.** (This could be an index card, blank sheet of paper, or Student Handbook page. If you are providing the paper/index card, you will need to tell your students where it will be in class or if you will be passing it out.) **Each class you will have ____ (probably around 3) minutes to complete this assignment. I will be collecting it every class.** (If you decide to do that.) **Are there any questions?”**

DO NOW:

*(You may choose to present the Warm Up activity as a written Do Now. Present the questions on the board or overhead, and have students write only their answers on index cards. You could also choose to give the students a handout by copying **Facilitator Resource 1, DO NOW.**)*

Questions:

1. What is the purpose of Roads to Success?
2. How do you think this year in Roads to Success will be different from what you did in 8th grade?

[After the students have finished they can create their Name Tents and discuss their answers from the DO NOW.]

For **Activity II, Procedures**, you may choose to practice these procedures by demonstrating incorrect behavior for each procedure. Students will observe your behavior and explain how accurately (or inaccurately) you completed the tasks. Then have students model each procedure correctly.

For **Activity III, RTS in the 9th Grade**, if you have students who are new to the program you may want to pair them with veteran students to help sort the topics.

For **Activity IV, College and Careers Quiz**, you may choose to have students complete this activity in pairs. You can then go over the answers as a class by filling in the correct answer using an overhead projector or chart paper.

ACTIVITY STEPS

I. Warm Up: Name Tents and Welcome (5 minutes)

1. [Meet the students at the door and give each student a 4 X 6-inch index card. Place the instructions for the Name Tents on the overhead or write them on a large piece of chart paper. See **Facilitator Resource 2, Name Tent Directions**. While students are writing on their cards, pass out binders.]
2. [Introduce yourself, give the name of the course and tell them when and how often the class meets. Since these students have already been in the program for two years, ask the students to predict what they think they will be learning this year.

Display the following questions on the board, overhead, or on chart paper to discuss as a class:

- What is the purpose of Roads to Success?
- How do you think this year in Roads to Success will be different from what you did in 8th grade?

II. Procedures (5-10 minutes)

1. **SAY SOMETHING LIKE:** If we're going to accomplish our goals we have to be completely organized—just like a well-run business. Let's talk about a few ways to make this happen.
2. [Put **Facilitator Resource 3, Procedures** on an overhead. Go over each procedure, instructing the students to follow along as you write them on the overhead. (See **Implementation Options** for suggestions.)]

III. RTS in the 9th Grade (10-15 minutes)

1. [Display **Student Handbook page 1, Roads to Success Overview** on the overhead projector and instruct students to turn to this page in their handbook. Give students a minute to scan these two pages and then ask students who have been in the program before to briefly explain one of the three sections: Your Mission, Your Grade, and Your Portfolio. Explain to students that this review will teach new students (and refresh for old students) the basics about Roads to Success. Limit this discussion to 5 minutes or less.]
2. **SAY SOMETHING LIKE:** Most of you have already completed two years with Roads to Success, which means that you are already familiar with the program. Who can list one

thing they remember learning in RTS last year? [Allow students to respond and list on chart paper or the board.]

Today we are going to figure out how this year in RTS will be different from what you learned last year.

3. [Assign pairs. Display **Student Handbook page 3, RTS 8th Grade vs. 9th Grade** on an overhead or recreate it on chart paper. Instruct students to turn to this page in their handbook. Have a volunteer read the directions at the top of the page. Then pass out copies **Facilitator Resource 7, Grade 8: Student Handbook Table of Contents** to each student. Explain that this table of contents along with the table of contents in their 9th grade Student Handbook will help them complete this assignment. Model one example together.]

[Write the phrase “Job Application” on the board or overhead. Ask them if this topic was covered in grade 8. (They may refer to their grade 8 Table of Contents for confirmation. Then ask them to locate this topic in the Grade 9 Table of Contents. Since this topic is only covered in 9th grade, you would write “9th” next to it (Model this on the overhead). If students seem to need some more practice, model one more example.]

[Instruct the students that they will have the next 5 minutes to sort the rest of the topics with their partners.]

[After the 5 minutes is up, come back as a class and go over the answers. Display **Facilitator Resource 6, Venn Diagram: RTS 8th vs. 9th Grade** on the overhead projector.]

SAY SOMETHING LIKE: This graphic organizer is called a Venn Diagram. You will notice that a Venn Diagram is made up of two overlapping circles, creating three separate categories. The left side is labeled 8th grade, and the right side is labeled 9th grade. The two circles overlap in the middle; this area includes information that fits into both topics. Where would you put a topic that belongs only in 9th grade? [Allow students to respond.] Exactly. A topic that fits only in 9th grade would have to go into the circle all the way to the right.

[Call on volunteers to read off their answers and write the correct answers in the Venn Diagram. Instruct students to fix any incorrect answers on **Student Handbook page 3, RTS 8th Grade vs. 9th Grade** as you go over them.]

IV. College and Careers Quiz (10 minutes)

1. **SAY SOMETHING LIKE:** Although we are going to spend a lot of time learning about jobs – how to choose them, find them, and get them – that’s not all we’re going to learn about this year. Right now I want you all to turn to **Student Handbook page 2, College and Careers Quiz** to see how much you know already about some of the things we will be studying this year.
2. [Read instructions (and each question, if needed) aloud, giving students a moment to answer each before discussing its answer. **Facilitator Resource 4, College & Careers Quiz Answer Key**, includes the questions and correct answers for each. (See **Implementation Options** for suggestions.)]

V. Wrap Up: Review with a Surprise! (10 minutes)

1. [Congratulate the students for their hard work today and emphasize how excited you are for the coming year. Distribute Family Intro Letters. Ask for three volunteers to explain what they learned from today’s lesson and/or things they are excited to do in this course.
2. Tell them that next week they’ll be learning about and practicing some of the behaviors necessary for success in the workplace and the Roads to Success program.

DO NOW

Introduction 1: Culture and Procedures

Directions: You will have three minutes to read the questions below and write your responses. (You do not need to write the questions down.)

Questions:

1. What is the purpose of Roads to Success?

2. How do you think this year in Roads to Success will be different from what you did in 8th grade?

Welcome to Roads to Success!

NAME TENT DIRECTIONS: You will have *TWO* minutes to complete the tasks below.

- Fold the card you were given at the door, in half, length-wise (like a tall book).
- Write your name on one side with the opening at the bottom. Make sure to use **large, dark letters** so that your name can be seen clearly.
- Write your **birthday** on the back of the card.
- On the inside of the tent, write your **favorite thing to do/ activity**.
- Then place your card on your desk with the name side facing away from you.

PROCEDURES

I. ENTERING THE CLASSROOM

- _____

- _____ will take the attendance.

II. BINDERS

- Binders will be stored _____
- Passing out and returning binders: _____

III. TURNING IN and RETURNING WORK

- Where and how do I turn in work? _____

- Work will be returned to me.... _____

IV. EXITING THE CLASSROOM

- _____



College & Careers Quiz Answer Key

How much do you already know about planning for your future? Read each question and circle the best answer.

1. Which of these careers has the fewest job openings?
 - a. Health care workers
 - b. Computer programmers
 - c. Rock stars

Answer: C. Surprising numbers of seventh and eighth graders hope to become singers or basketball players. As ninth-graders, you'll want to get a more accurate idea about the number of jobs in the fields you're interested in. Of the twenty occupations expected to grow most quickly, 8 are health-related and 8 are computer-related.

2. Which of these is not good advice when interviewing for a job?
 - a. Ask how much money you'll make.
 - b. Match your skills to what the employer needs.
 - c. Send a thank-you note.

Answer: A. You don't want to accept a job without finding out what the pay is, but you don't want to make this a focus of your first conversation. Your goal in an interview is to show the employer how great you'd be at the job, and to find out if the job is a good match for you. And yes, send a thank-you note. It's the polite thing to do.

3. Which of these may be used to help pay for college?
 - a. A student loan paid back after you finish school
 - b. A grant (free money) based on your family's income
 - c. An essay on the honeybee in art and culture

Answer: Trick question. Any of these can be used to pay for college under the right circumstances. Many students borrow money to go to school. You may be eligible for a grant to go to school if your family's income falls below a certain level. And there are all kinds of small scholarships available to help pay for school. In 2005, the top essay on the honeybee was worth \$250.

College & Careers Quiz Answer Key Cont'd

4. Imagine you have a job that has a salary of \$2,000 a month before taxes, what would your take home pay be?
- a. \$1950
 - b. \$1800
 - c. \$1400

Answer: C. Approximately 30% of your salary is taken out for taxes. If you multiply 30% or 0.3 by 2,000, you get \$600. This means that \$600 is taken out for taxes. So, you end up taking home \$1400 each month.

5. Which of the items below is good advice when filling out a job application?
- a. Fill in all the blanks. If something doesn't apply to you, write N/A for not applicable.
 - b. Explain all of the problems you had at your last job.
 - c. Include specific salary requirements on your application.

Answer: A. You should not use a job application to complain about your last job. You should also avoid listing specific salary requirements. This could limit the options open to you when applying for a job. You don't want to ask for too much or too little.

Key Words for RTS 8th Grade vs. 9th Grade

Topics for BOTH grades

Working Conditions

Setting Goals

Identifying Interesting Careers

Job Descriptions

Topics for only 8th grade

Planning for High School

Telephone Skills

Community Makeover Project

Careers with Two Year Degrees

Personal Savings Plan

Topics for only 9th grade

Creating a Public Service Announcement (PSA)

Job Application

Employee Rights and Responsibilities

Financial Aid for College

Monthly Budget

**Venn Diagram:
RTS 8th Grade vs. 9th Grade**

8th Grade

9th Grade

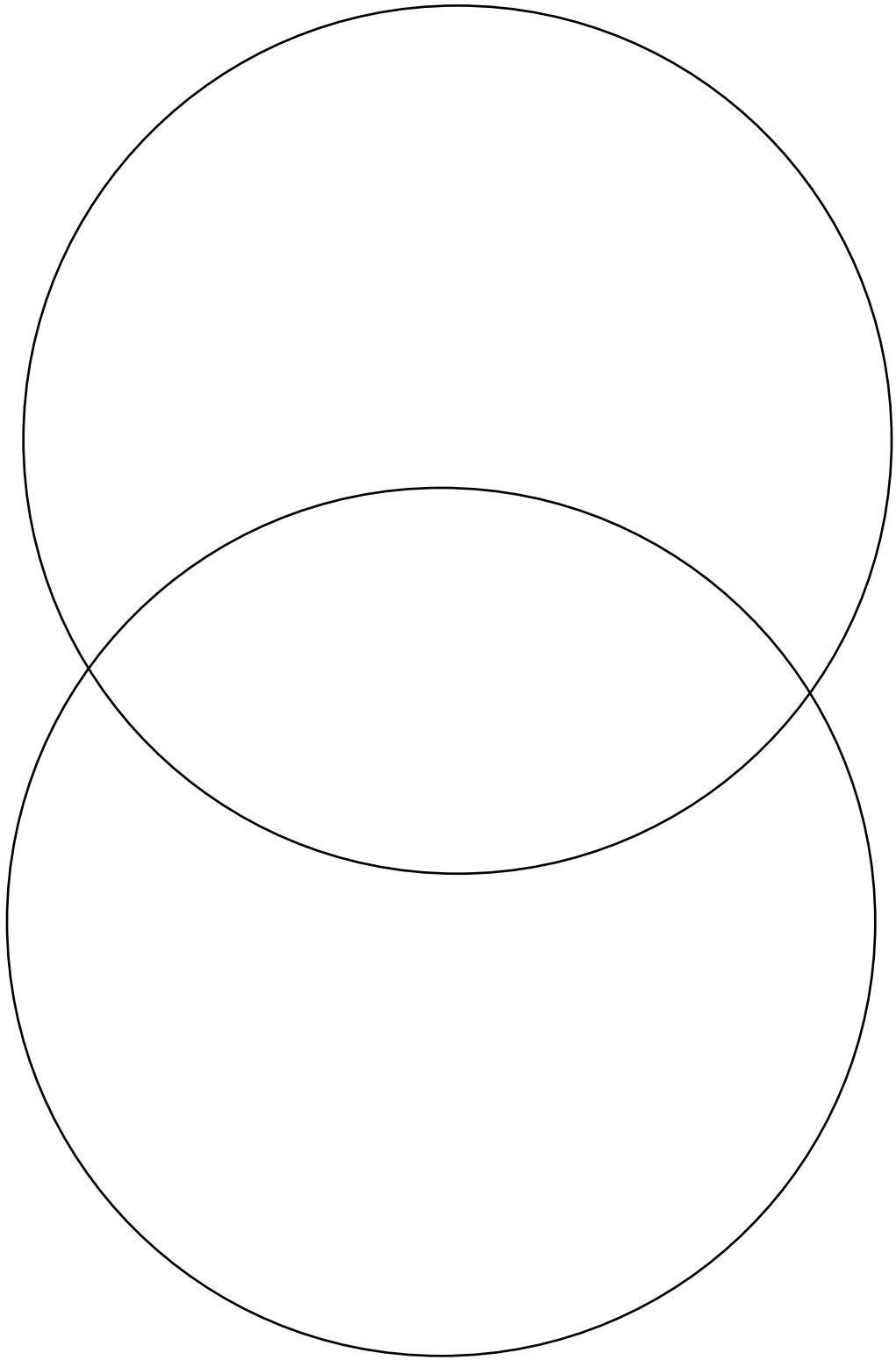


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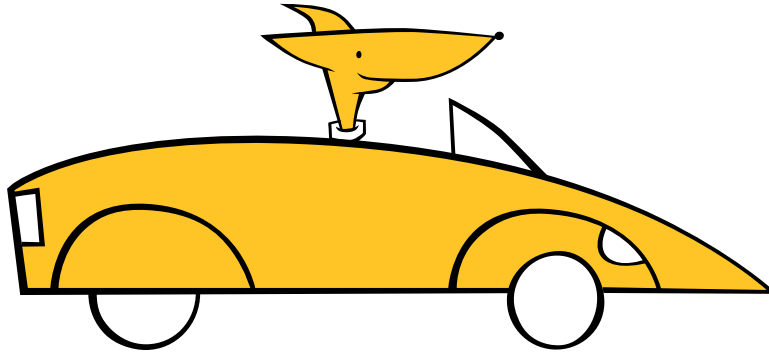
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Roads to Success Overview



Your Mission

Roads to Success is not about mastering facts and figures, or getting the right answers to questions. There are no textbooks, no quizzes, and no tests. That's the easy part.

Roads to Success is about figuring out what you want from life, and how to get it. It's about investigating what might happen in the future. It's about setting goals for yourself. That's the challenging part.

Your Grade

Roads to Success will be graded on a pass/fail basis. Your grade will be included in your regular report card. To pass, you must:

- Complete in-class assignments.
- Complete homework assignments.

Homework will not be given in most Roads to Success classes. You may be asked to complete work not finished in class at home. There will also be a few special projects that require out-of-class work.

- Abide by Roads to Success Rules and Procedures.

Your Portfolio

The Portfolio section of your student handbook is your personal record of careers you explore, colleges you investigate, and tools you can use to look for jobs or apply to college. Each year, you'll add to this information. You'll also be able to look back on your efforts from the year before. Your completed Portfolio is yours to take with you when you graduate from high school.



College & Careers Quiz

How much do you already know about planning for your future?
Read each question and circle the best answer.

1. Which of these careers has the fewest job openings?
 - a. Health care workers
 - b. Computer programmers
 - c. Rock stars
2. Which of these is not good advice when interviewing for a job?
 - a. Ask how much money you'll make.
 - b. Match your skills to what the employer needs.
 - c. Send a thank-you note.
3. Which of these may be used to help pay for college?
 - a. A student loan paid back after you finish school
 - b. A grant (free money) based on your family's income
 - c. An essay on the honeybee in art and culture
4. Imagine you have a job that has a salary of \$2,000 a month before taxes, what would your take home pay be?
 - a. \$1950
 - b. \$1800
 - c. \$1400
5. Which of the items below is good advice when filling out a job application?
 - a. Fill in all the blanks. If something doesn't apply to you, write N/A for not applicable.
 - b. Explain all of the problems you had at your last job.
 - c. Include specific salary requirements on your application.

RTS 8th Grade vs. 9th Grade

Directions: Below you will see a list of topics covered in Roads to Success. Some of the topics are covered only in 8th or 9th grade, while others are covered in both. To determine which grade(s) each topic is addressed, you will need to skim through **Facilitator Resource 7, Grade 8: Student Handbook Table of Contents** along with the table of contents listed in your current student handbook. If you think a topic is only covered in 8th grade write “**8th**” next to it. If you think it is covered in only 9th grade write “**9th**” next to it. And if you think the topic applies to both grades, write the word “**both**” next to it.

Topics:

Monthly Budget

Setting Goals

Planning for High School

Community Makeover Project

Financial Aid for College

Identifying Interesting Careers

Job Application

Personal Savings Plan

Careers with Two Year Degrees

Job Descriptions

Creating a Public Service Announcement (PSA)

Telephone Skills

Employee Rights and Responsibilities

Working Conditions
