

PROJECT READY! PROPOSAL

Project Title: Standard Operating Procedures Manual		Teacher(s): All (English, Science, CTE)		
Course(s)/Content: All (English, Science, CTE)			Grade Level: 9-12	
Other content areas to be included if applicable:				
Project Summary (Challenge or problem, student role, a little about what students will do to arrive a a possible solution)	The students will develop a standard operating procedure manual for student and faculty behaviors that will inform the climate of the school. The manuals will be summarized and turned into videos for the school website.			
Driving Question	How do we as students work safely and effectively in this school environment?			
Project Launch	All students in the academic hall. Mr Kuehn will read a note from a “student” about a teacher. He will task the students with interviewing the teachers to find out who the letter might be about. Teachers will be at stations. Computers with videos/learning activities will be at different stations. Students have a sheet with questions. The students will have to go to all stations and have a teacher sign off on participation. The students will be interviewing the faculty and staff to find out about the teacher. They will also have activities on the computers stations related to teamwork, safety, and student behavior. (Potentially interview teachers in Zoom)			
Standards (will be taught and assessed)	WTTP.2, WPDW.4, WPDW.5, WPDW.6, CSE.1. CSE.2,SLCC.1. SLCC.3 Science safety standards Principles of Manufacturing - Standards 1 and 2			
Skills (will be taught and assessed)	Critical Thinking/Problem Solving	Yes	Creativity	
	Collaboration	Yes	Communication:	Yes

Technology (aligned with real-world careers and/or productivity tools)	Google Docs, Video editing tools (Movie Maker, flipgrid), Internet, laptop/desktops/chrome books, Zoom, Canvas, Google Classroom
Products (individual/team products and specifically, what will be assessed)	Individual Answer sheets from entry activities, CTE safety test, science safety test, (11-12) career skills activity, (9-10) team roles and behaviors
	Team Safety poster, videos on safety procedures, problem solving activity in English, student/teacher/staff behavior/expectations worksheet, (11-12) career skills activity, (9-10) team roles and behaviors
Products, Presentation & Public Audience	examples: Research paper, Visual representation of bunker living community, Presentation to world leaders 9 - 10 Standard Operating Procedures Manual - Group roles/behaviors, classroom and hall behaviors 11 - 12 Career Skills section of the manual 11 - 12 Videos summarizing the manual - on website 9 - 12 Teacher and staff behaviors 11 - 12 - Brainstorm and Draft instructional lessons for 9&10,
Resources	People (experts in field, business partners, other teachers, etc.), Business representative for career skills, principal and counselor
	Software, Equipment, Tech Resources: Google Docs, Video editing tools (Movie Maker, flipgrid), Internet, laptop/desktops/chrome books, Zoom, Canvas, Google Classroom
	Supplies and Materials: Worksheets and tests, ?build supplies for CTE
	Space/Facilities (maker-space, media center, labs, classrooms, etc.) Classrooms, computer labs, shop, and science lab
Reflection (how individual, team, and/or whole class will reflect during/at end of project)	Peer critiques and evaluations - If deficiencies are found class time will be given for developing an answer - This will be a living document

Notes:

PROJECT DESIGN: STUDENT LEARNING GUIDE

Project: Standard Operating Procedure

Driving Question: How do we as students work safely and effectively in this school environment?

Project Journey	Learning Outcomes/Targets knowledge, understanding & success skills needed by students to successfully complete products	Checks for Understanding/Formative Assessments to check for learning and ensure students are on track	Instructional Strategies for All Learners provided by teacher, other staff, experts; includes scaffolds, materials, lessons aligned to learning outcomes and formative assessments
Project Launch	Dropped letter, find out which teacher is being discussed and what a model behavior looks like	Teacher interviews and responses are written	Kuehn introduces letter, packets to guide, videos for each subject on safety, teacher scheduled zoom meetings.
Early Phase	Teacher behaviors and expectations Big picture safety topic research	Completed worksheet with decisions made about the teachers and documented reasons for choosing the teachers. Completed safety worksheet.	Packet with worksheets, instructions, project rubric
Middle Phase	9-10 Group roles and group expectations 11-12 Career skills 9-10 How to read and use a rubric	Safety Poster using a rubric	Markers, poster board, poster rubric
Final Phase	Group collaborations Complete manual Peer review the manuals Safety tests	CTE Safety test Science Safety test Peer Critique forms	Fill in templates, rubric,
Culminating Phase	Combine into a final manual Present to advisory Create videos	Summative assessment here	

Calendar of Instruction and Learning

PBL Assignment/Unit:

Week 1 ____: **DATES:** _____

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Entry Event - 1 block Time in regular classes - ½ blocks</p> <p>What are characteristics and behaviors of good teachers?</p>	<p>Work on group roles and behaviors. Do small project and then define and explain what the behaviors look like for each</p> <p>What are roles and behaviors of group members?</p> <p>For Juniors and Seniors: students will research career behaviors and how to implement those throughout the school environment.</p>	<p>Research Safety tools and watch videos before making recommendations for each class</p> <p>What are classroom rules for each type of class for safety reasons?</p>	<p>Safety test, posters, flipgrids</p> <p>Review of safety ideas and rules.</p>	<p>Creation of Standard Operating Procedure Manual for all stakeholders at Harrison Bay FRI.</p>

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Calendar of Instruction and Learning

PBL Assignment/Unit:

Week _____:

DATES: _____

Monday	Tuesday	Wednesday	Thursday	Friday
Compilation of SOP for the school and disseminate back to stakeholders. peer review of SOP and reflection				

NOTES:

Calendar of Instruction and Learning

PBL Assignment/Unit:

Week _____: **DATES: _____**

Monday	Tuesday	Wednesday	Thursday	Friday

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