

WFC Year Long Community Learning PBL – DUE April 25th

The community learning work we will be doing on Wednesday's will prepare you for whatever future endeavors you choose to partake in. The syllabus gives you the specific topics we will cover along the way. The culminating project though will be project based learning experience of running a business's day to day operations.

This will not only involve the assigned curriculum but also outside research into a business/company/career you might be interest in working for. The day-to-day business operations are the activities that a business and its employees engage in on a daily basis for the purposes of generating a profit and increasing the inherent value of the business. It includes everything from opening the doors to workers or to the public, to monitoring inventory, hiring, firing, to closing up the business each night.

Sample Case Study From study.com:

Let's walk through the day in the life of a manufacturing business. We'll take a look at what's going on with the line groups first. Down on the production floor, workers are clocking in and will spend the next eight hours on an assembly line assembling photocopiers.

Upstairs in a different part of the facility, a group of salesmen are cold calling businesses in their marker for sales appointments in an attempt to sell copiers. Some are out of the office on sale presentations. Another group is making a pitch to various distribution channels such as office supply stores. Finally a third group is making a pitch to try to gain government contracts like schools.

The human resources department is reviewing resumes sent to them via their website for line positions, salesmen and truck drivers.

Your project will include but not limited to:

- When does work start? End? Are there shifts? Do different employees have different schedules?
- What are the levels of different employees at your business? Production, sales, management etc.
- What are the different tasks of those levels?
- How do they recruit for the job?
- How do they pick the best candidate? (Interviews)
- How do they deal with safety in the workplace?
- How do they make money?
- How well do they pay employees?
- How do they fire employees?
- What does a sample day look like for each employee

Note: You will have to do in depth research and interview someone in this field as part of the assignment.

The presentation of your PBL work is very open ended. It can be a presentation to a real business you are emulating, ie. We can go to the manufacturing plant and present. It can be a YouTube video of an interview for your company where you cover the basics of what your business does. It can be a website for the business. It can be a video of you at the placé of business. **We want to showcase the amazing ability of the WFC family to create incredible PBL projects. We can be the best in the district if we try hard.**

The possibilities are endless.....

SCHOOL TO WORK

PBL WORKSHEET ONE

A. Career you are exploring: _____

B. Brainstorm what your final presentation would look like to really WOW people. Think about a perfect world with unlimited resources to complete this project and really show off!

C. 4 local contacts in this career (As local as you can get)

1. Name: _____ Title: _____
Phone: _____ Email: _____
Address: _____
Website: _____

2. Name: _____ Title: _____
Phone: _____ Email: _____
Address: _____
Website: _____

3. Name: _____ Title: _____
Phone: _____ Email: _____
Address: _____
Website: _____

4. Name: _____ Title: _____
Phone: _____ Email: _____
Address: _____
Website: _____

D. List of jobs associated with your career: Who does someone in your career field interact with at the "office" on a daily basis. For example who works with factory workers: Manager, line manager, salesman, secretary, human resources officer. Who works with a psychologist? Secretary and other doctors in a practice or maybe just alone. A Lawyer may have paralegals and partners.

SCHOOL TO WORK

PBL WORKSHEET TWO

What my presentation is about?

Who is my audience?

What do I want my audience to know, feel, or do?

How will I begin my presentation?

What will be in the middle part of my presentation?

How will I end my presentation?

What things will I show or do to make my presentation interesting?

Met with Jay or Nora on for feedback and reflection: _____

Signature

SCHOOL TO WORK

PBL WORKSHEET THREE

Contacting People:

Presumably to make a knock out presentation you will need to interview multiple people or be on site of your career to make a meaningful presentation.

Cold calling people is a hard task, this worksheet will help organize your notes after your initial research on PBL worksheet one

A. Person I am contacting: _____

1. Date Contacted: _____

2. How I contacted: (List email, phone, address etc) _____

3. What did I say?

4. Result: (left message, responded on, got another contact person etc.)

5. Follow up: (emailed again on, called back on, had a meeting with etc.)

B. Person I am contacting: _____

6. Date Contacted: _____

7. How I contacted: (List email, phone, address etc) _____

8. What did I say?

9. Result: (left message, responded on, got another contact person etc.)

10. Follow up: (emailed again on, called back on, had a meeting with etc.)

C. Person I am contacting: _____

11. Date Contacted: _____

12. How I contacted: (List email, phone, address etc) _____

13. What did I say?

14. Result: (left message, responded on, got another contact person etc.)

15. Follow up: (emailed again on, called back on, had a meeting with etc.)

D. Person I am contacting: _____

16. Date Contacted: _____

17. How I contacted: (List email, phone, address etc) _____

18. What did I say?

19. Result: (left message, responded on, got another contact person etc.)

20. Follow up: (emailed again on, called back on, had a meeting with etc.)

E. My next steps for project:

SCHOOL TO WORK PBL WORKSHEET FOUR

FINAL PRESENTATION PROPOSAL

Note: Attach any other documentation you may have

What my presentation is about?

Who is my audience?

What do I want my audience to know, feel, or do?

How will I begin my presentation?

Exact Script:

What will be in the middle part of my presentation?

Exact Script:

How will I end my presentation?

Exact Script:

What things will I show or do to make my presentation interesting?

Details:

What things will I need to have to finish my presentation? (Camera, laptops, presentation software etc.)

Details:

Met with Jay or Nora on for feedback and reflection: _____

Signature

SCHOOL TO WORK

PBL WORKSHEET FIVE

Information Sheet: These are only sample questions you will have to come up with more questions and will find out more information once you start researching.

When does work start? End? Are there shifts? Do different employees have different schedules?

What are the levels of different employees at your business? Production, sales, management etc.

What are the different tasks of those levels?

How do they recruit for the job?

How do they pick the best candidate? (How do they Interview?)

How do they deal with safety in the workplace?

How do they make money?

How well do they pay employees?

How/Why do they fire employees?

What does a sample day look like for each employee?

