

Name _____

GRASPS Unit 3

GRASPS

-- Follow along on the handout

GOAL: To create a Master Schedule of school personnel that students might need to meet with

ROLE: Writer/contributor in a group writing and production task

AUDIENCE: The class

SITUATION: Students need to meet with various school personnel throughout the semester. This project allows students to create a Master Schedule with the names of various counselors and administrators and the times they are available to meet.

PERFORMANCE/PRODUCT/PROCESS:

In pairs, students visit the offices of the various school personnel to see if a schedule is posted outside their offices (i.e., on a door), and to interview the staff on when they are available to meet.

Use the template and example.

Students may take pictures if permitted.

STANDARDS OF PERFORMANCE: Project Rubric, Alphabetical Order

GRASPS Examples

-- Discuss the examples

-- Divide up the work

Example School Personnel:

Nurse, Guidance Counselor, Administrator, Dean, Social Worker, Cafeteria Worker,

Example Questions for Interviews:

What is the best time to visit your office?

When are you available to meet with students?

Example Master Schedule Items:

Name, Role, Room Number, Times and Days of the Week Available

Master Schedule Example

Name: Ms. B. Well

Role: Nurse

Room: Health Center

Times and days of the week available for appointments: Anytime if you are sick. For any other reason, you need to make an appointment before school, after school, or during lunch.



Names: _____

ESL A: Unit 3: Interview School Personnel

Date _____

Steps: 1) Who will we interview: _____

2) What questions will we ask:

1) Q: _____

A: _____

2) Q: _____

A: _____

3) Q: _____

A: _____

4) Q: _____

A: _____

Person's Signature: _____

3) Get a pass from the teacher, find the location of the person, ask them if it is ok to interview them about their schedule, and write down answers.

4) Take a picture of the person if they say it is ok.

5) Show your teacher the answers.

List of School Personnel You May Choose To Interview:

Principal: Mr. Bass

Assistant Principals: Mr. Forker, Mrs. Thomas- Graves, Mrs. Berlage, Ms. Rossman

Counselors: Mr. Levy, Mrs. Olivera, Ms. Russo, Mr. Henry

Social Workers: Mrs. Viala

Dean of Students: Mr. Escobar

Nurse: Ilene Sequerra

EL/ World Language Department Head: Dr. Lawson

Media Center Specialist: Ms. George, Ms. Isler

Example of How to Conduct Your Interview

Start of interview:

Hello, can we ask you questions about your schedule?

Thank you

Possible Questions: Choose about 4

- 1) Where is your office?
- 2) What time are you here in the morning?
- 3) What time is your office open during the day?
- 4) When can students come for help?
- 5) When can students come to talk to you?
- 6) What can you help students with?
- 7) How do you help students?

8) What can students talk to you about?

9) What time does your office close?

10) When do you go home?

Unit 3 GRASPS Project Rubric

Criteria	1	2	3	4	5
Used technology as a tool to communicate information	Incomplete	Missing more than two criteria.	Missing two criteria.	Missing one of the criterion.	Student independently: *used student information to log in to computer on his/ her own *started Word or a PowerPoint slide *saved his/ her work to the shared folder *imported pictures or graphic *created text
Mechanics					Text in the report: *contains correct punctuation *contains a complete sentence which concludes with a period *contains a complete sentence which starts with a capital letter *uses commas where necessary *student did not use all caps
Revisions					*Student used feedback provided by the teacher to correct all mistakes *Student made corrections prior to final submission of the project *Revisions are appropriate
Interview Skills					*Student developed a list of questions *Student asked a minimum of 4 questions *Student attended interview *Student made appointment with School Personnel
Task					*student listed name of school personnel that s/he interviewed *Student listed role of person

					<p>*Student listed where the school personnel member is located</p> <p>*Student listed times and days of the week the school personnel is available</p>
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*A score of 0 will be given for any area the student does not try