

LESSON NAME

Course Name	Grade Level	Subject Represented
Autos Service	12	Shop Management

GOALS:

Create a schedule for peers during one week of service class. Communicate with the instructor to schedule cars that will be worked on that week and create a plan for the class for a 5 day period.

OBJECTIVES:

- Given an example schedule set by the instructor in a prior week, the current schedule of cars needing service, an "attendance" list of "employees" Autos Service student will create a schedule for the week, communicate with faculty needing service on their vehicles to schedule a day, communicate with fellow classmates to assign tasks for each day.

PRIORITY STANDARDS:

TIME FRAME:

5 Days

MATERIALS:

- Access to spreadsheets of faculty sign up for service on their vehicles, Chromebook to plan a weekly schedule to print out.

PROCEDURE:

- Each student will be assigned one week to "schedule"
- In the prior week student will meet with instructor to plan the next week
- Student will email faculty/staff who signed up for service that week and communicate which day they are assigned and where to park/leave keys. Also double check the service requested and see if anything has been added.
- On the first day of the week the student will hold a meeting with peers to explain which cars are being serviced that week and assign students to vehicles.
- During the week the student "shop manager" will be moving around and checking in with peers "employees" as to how the work is going and if they need any assistance.

ASSESSMENT:

- Informal assessment will take place throughout the week by the instructor. Observing the students' interactions with their peers and how well they organized the shop tools needed for work that week, organized the schedule with the "customers" and the schedule with the "employees".

- Formal assessment through a one on one conversation between the instructor and student as to their communication, dependability, professionalism, etc. throughout the week