Unit 2: Communication With Webmasters

Content Area: **Computer Science**
Course(s):
Time Period: **Marking Period 1**
Length: **10-15 days**
Status: **Published**

Brief Summary of Unit

Student interns will be working in conjunction with webmasters from each of the schools including central office. They will be corresponding through email and personal visits, when appropriate. The purpose of these meetings and correspondence is to assist the school-based webmasters in handling the day to day updates as well as develop a district wide uniform communication system. In order to do so, student interns will prepare presentations

Revision Date: August 2020

CS.9-12.8.1.12.AP.7	Collaboratively design and develop programs and artifacts for broad audiences by incorporating feedback from users.
CS.9-12.8.1.12.AP.8	Evaluate and refine computational artifacts to make them more usable and accessible.
CS.9-12.8.1.12.AP.9	Collaboratively document and present design decisions in the development of complex programs.
CS.9-12.8.1.12.CS.1	Describe ways in which integrated systems hide underlying implementation details to simplify user experiences.
LA.WHST.11-12.4	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
LA.WHST.11-12.5	Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.
LA.WHST.11-12.6	Use technology, including the Internet, to produce, share, and update writing products in response to ongoing feedback, including new arguments or information.
CAEP.9.2.12.C.3	Identify transferable career skills and design alternate career plans.
TECH.8.1.12.A.2	Produce and edit a multi-page digital document for a commercial or professional audience and present it to peers and/or professionals in that related area for review.
TECH.8.1.12.B.CS1	Apply existing knowledge to generate new ideas, products, or processes.
TECH.8.1.12.C	Communication and Collaboration: Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
TECH.8.1.12.C.1	Develop an innovative solution to a real world problem or issue in collaboration with peers and experts, and present ideas for feedback through social media or in an online community.
TECH.8.1.12.C.CS4	Contribute to project teams to produce original works or solve problems.
TECH.8.1.12.E.CS2	Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.
TECH.8.1.12.F.CS2	Plan and manage activities to develop a solution or complete a project.
	Choices individuals make about how and where data is organized and stored affects cost,

Essential Questions / Enduring Understandings

Essential Questions

- How do you develop a professional correspondence requesting information or a meeting?
- How can you describe the goals of the district's website to a person you are working with to enact change?

Enduring Understanding

- Dilligence and tact are necessary when communicating with colleagues and superiors in order to obtain the information you need.

Objectives

Students Will Know:

- the criteria for a professional email.

Students Will be Skilled At:

- outlining web design standards that will be uniform across all district schools.
- following guidelines for meeting with staff in other buildings and following procedures for entry to those buildings.

Learning Plan

- Each year, update the password for webmaster@cranfordschools.org for security purposes.
- Hold meetings at the beginning of each class to review the goals for the day. Utilize the developed plan for website updates to drive these meetings.
- Demonstrate positive vs negative correspondence examples.
- Encourage peer review of emails before sending those messages.
- Develop criteria for how and when to set up in person meetings. Outline school procedures for how to leave the building and enter the other buildings.
- Prepare outlines of meetings before they occur, and reflect upon those meetings once they are over.

Assessment

Assessments

- Formative: Daily assessments using examples from class notes and CodeHS.com, AP Classroom/Albert Checks for Understanding

- Summative: Teacher-created assessments/projects and CodeHS Computer Science Projects, AP Classroom/Albert Unit Assessments

- Benchmark: Check for understanding benchmark assessments on CodeHS, AP Classroom/Albert/Khan Academy Diagnostics

- Alternative Assessments: Student-centered activities such as a doorbell coding project, game design projects, and other activities involving real world applications

Email Correspondence

Travel Logs

Materials

Core instructional materials: Core Book List

Supplemental materials: CodeHS

webmaster@cranfordschools.org - account with Gmail and Drive