# 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: July 2026

Information Literacy: This unit challenges students to locate, evaluate, and use information effectively. Information literacy includes, but is not limited to, digital, visual, media, textual, and technological literacy. Lessons may include the research process and how information is created and produced; critical thinking and using information resources; research methods, including the difference between primary and secondary sources; the difference between facts, points of view, and opinions, accessing peer-reviewed print and digital library resources; the economic, legal, social, and ethical issues surrounding the use of information.

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| L.SS.11–12.1 | Demonstrate command of the system and structure of the English language when writing or speaking. |
| P.5 | Utilize critical thinking to make sense of problems and persevere in solving them. |
| P.6 | Model integrity, ethical leadership and effective management. |
| L.KL.11–12.2 | Apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning or style, and to comprehend more fully when reading or listening. |
| 1.5.12adv.Cr2 | Organizing and developing ideas. |
| P.8 | Use technology to enhance productivity increase collaboration and communicate effectively. |
| P.9 | Work productively in teams while using cultural/global competence. |
| 1.2.12prof.Cr3 | Refining and completing products. |
| 1.2.12prof.Pr4 | Selecting, analyzing, and interpreting work. |
| | Choices individuals make about how and where data is organized and stored affects cost, speed, reliability, accessibility, privacy, and integrity. |
| 1.5.12adv.Pr5 | Developing and refining techniques and models or steps needed to create products. |
| 8.1.12.AP.7 | Collaboratively design and develop programs and artifacts for broad audiences by incorporating feedback from users. |

## 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