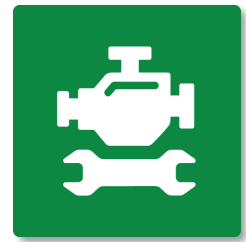


Mississippi State Department of Education 2024 Instructional Materials Adoption

HOW TO REVIEW



www.icevonline.com/mississippi-24



Step 1: View the video to learn the layout of the iCEV online curriculum platform and review tips.

Mississippi State Department of Education

2024 Textbook Adoption

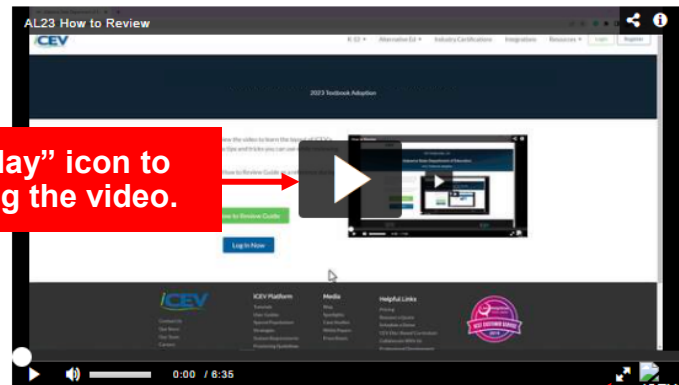
Prior to review, please view the video to learn the layout of iCEV's online platform as well as tips and tricks you can use while reviewing iCEV's materials.

Also, you can utilize the How to Review Guide as a resource during the review process.

How to Review Guide

Log In Now

Click the "Play" icon to begin viewing the video.



Adjust the volume, if needed.

Open the video full screen, if needed.

PLEASE NOTE: The video provides an overview of the layout of the iCEV online curriculum platform as well as explains how to review the various curriculum components.

Step 2: Log in to the iCEV online curriculum platform using the issued reviewer username and password.

Mississippi State Department of Education

2024 Textbook Adoption

Prior to review, please view the video to learn the layout of iCEV's online platform as well as tips and tricks you can use while reviewing iCEV's materials.

Also, you can utilize the How to Review Guide as a reference during the review process.



How to Review Guide

Link to a PDF of the How to Review Guide.

Log In Now

Click the "Log In Now" icon.

My iCEV

Register Now

Register Teacher

Login

Username

MS23T_Review_BT01

Password

Log In

Forgot password

Enter the provided username and password for the review. Click the "Log In" icon to enter the curriculum platform.

Log in with Clever

Sign-in with ClassLink

Sign in with Google

Step 3: On the My Courses page, choose the course to review and open the Lessons page.

Welcome, MS23 Reviewer
This is your "My Courses" page, where you can manage courses, rosters, student certification reports, and more. You can drag the arrows on the left side to reorder your courses. The order will be saved automatically.

Open the course by clicking the "View" icon next to the course name and the Lessons page will open.

My Courses Last Viewed Lesson ?

Business Essentials How To Review View

+ New Course / Certification

Roster Management | My Archived Courses | Student Certification Reports

PLEASE NOTE: The courses which appear is based upon the username and password you enter. So only the course or courses iCEV has bid for the subject area being reviewed will be listed.

Business Essentials [Edit title](#)

My Courses > Business Essentials

Lessons Customize this Course

How To Review View

Business & Management Concepts - CC View

Economic Utilities - CC View

Economic Concepts - CC View

Ethics in Business - CC View

The Accounting Industry - CC View

Political & Economic Systems - CC View

Competition & Free Enterprise - CC View

Global Industry - CC View

E-Commerce in Business - CC View

Workplace Technology - CC - UPDATED View

Business Ownership & Registration - CC View

The Lessons page lists all of the lessons included in a course playlist. You can think of the lessons as the chapters of the course.

Manage Roster

Course Grades Report

Invite Students

Course Assessments

Create Assessment

Settings

Copy Lesson Visibility Settings

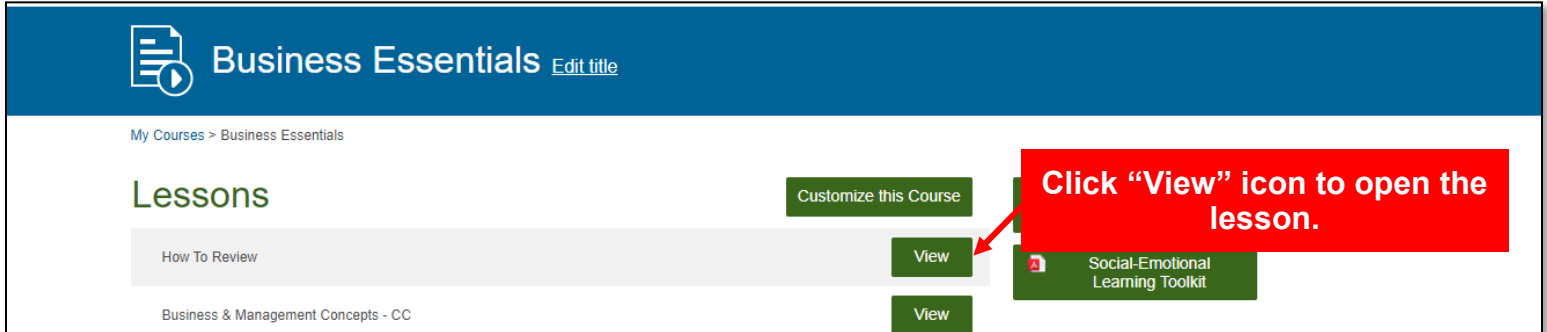
Combine Courses

Archive this course

REVIEW TIP:

HOW TO REVIEW LESSON

For your convenience, a lesson containing the “How to Review” video, “How to Review” PDF guide and “Scope & Sequence of Curriculum” document are listed first in each playlist.



Business Essentials [Edit title](#)

My Courses > Business Essentials

Lessons

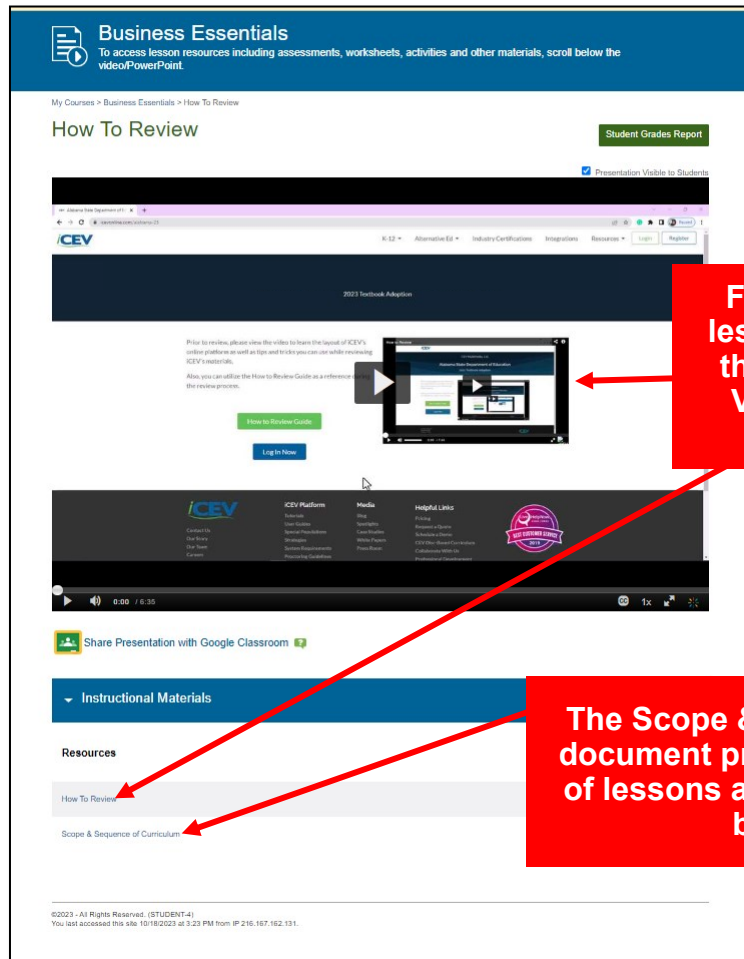
How To Review [View](#)

Business & Management Concepts - CC [View](#)

[Customize this Course](#)

[Social-Emotional Learning Toolkit](#)

Click “View” icon to open the lesson.



Business Essentials
To access lesson resources including assessments, worksheets, activities and other materials, scroll below the video/PowerPoint.

My Courses > Business Essentials > How To Review

How To Review

[Student Grades Report](#)

[Presentation Visible to Students](#)

[How to Review Video](#)

[How to Review Guide](#)

[Log In Now](#)

[Share Presentation with Google Classroom](#)

Instructional Materials

Resources

- [How To Review](#)
- [Scope & Sequence of Curriculum](#)

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You last accessed this site 10/18/2023 at 3:23 PM from IP 216.167.162.131.

For reference, this lesson also contains the How To Review Video and How to Review Guide.

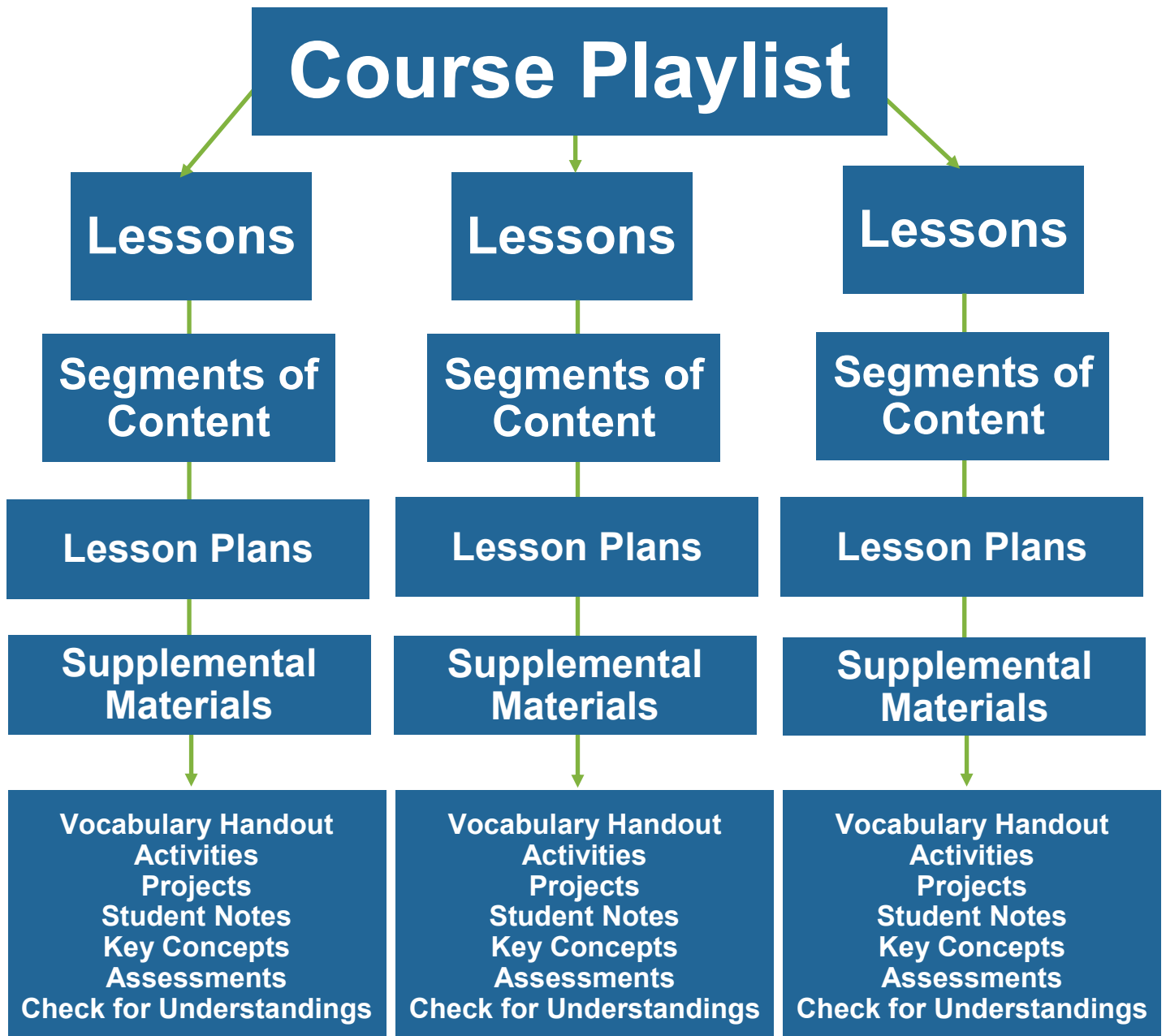
The Scope & Sequence of Curriculum document provides correlations, order of lessons and a rubric for the Course being reviewed.

PLEASE NOTE: This lesson is for review purposes only.

REVIEW TIP:

iCEV LAYOUT OVERVIEW

iCEV curriculum is organized into course playlists which contain all of the materials for a course. Each course playlist is composed of video and PowerPoint® lessons and text-facing content with navigable content tabs which can be thought of as the chapters of the course playlist. Each lesson is comprised of smaller learning objective based segments. Additionally, each lesson is accompanied by a lesson plan as well as pre-made supplemental materials, such as vocabulary handouts, activities, projects, worksheets, student notes, key concepts, student handouts, assessments and check for understandings.



Step 4: Click the “Scope & Sequence of Curriculum” link to view the Evaluation Tool for the course. *

- * This PDF is an electronic copy of the printed evaluation tool you should have received for the course.
- * Regardless of the course you are reviewing, the general layout of the Lessons page and the iCEV Scope & Sequence of Curriculum are the same.

The screenshot shows the iCEV interface for a course titled "Business Essentials". The page is divided into several sections. On the left, under "Lessons", there is a list of topics with "View" buttons: "How To Review", "Business & Management Concepts - CC", "Economic Utilities - CC", "Economic Concepts - CC", "Ethics in Business - CC", "The Accounting Industry - CC", and "Political & Economic Systems - CC". On the right, there are three buttons: "Scope & Sequence of Curriculum", "Special Population Strategies", and "Social-Emotional Learning Toolkit". Below these is a "Students" section with "Manage Roster", "Course Grades Report", and "Invite Students" buttons. A red callout box with white text points to the "Scope & Sequence of Curriculum" button, containing the instruction: "Click the 'Scope & Sequence of Curriculum' link to open a PDF of the correlations of iCEV lessons to the specified course standards for Mississippi."

PLEASE NOTE:

The Scope & Sequence of Curriculum button opens a copy of the correlations to the standards specified by the Mississippi Department of Education for the course you are reviewing.

The Special Populations button opens a document which provides teaching strategies and potential solutions to meet the needs of all students in a classroom. This document is referenced in the correlations and can be accessed at any time on the Lessons page.

The Social-Emotional Learning Toolkit button opens a document which provides strategies and tools for incorporating SEL teaching strategies in any Career and Technical Education (CTE) classroom.

REVIEW TIP:

DECIPHERING CORRELATIONS

Each standard is listed in the left column and to the right beneath the “ICEV Lessons” headings is the corresponding location where the standard is met.

Competencies and Suggested Objectives		ICEV Lessons
Unit 1: The Business Environment		
1. Identify fundamental concepts associated with business.		Business & Management Concepts (Slides 5-85), Project - Business Plan
a.	Define terminology associated with business (e.g., business, good, service, etc.).	Business & Management Concepts (Slides 5-85) Economic Utilities (Slides 8-16), Project - Economic Glossary Economic Concepts (Slides 19-25, 40-62 and 79-82), Activity - Goods or Services, Activity - Business Cycle, Activity - Personal Glossary
b.	Define the term stakeholder and give examples of internal and external stakeholders in a business.	Ethics in Business (Making Ethical Decisions Video Segment), Project - Business Social Responsibility, Activity - Ethics Role Play The Accounting Industry (Slide 30)

Business & Management Concepts (Slides 5-85),
Project - Business Plan

Lesson Name (Location in Lesson), Location in Supplemental Materials of the Lesson

Step 5: Review correlations to Mississippi Standards.*

* All iCEV lessons utilize Microsoft® PowerPoint® presentations, video chapters or a combination of both which contain the content of the standard in a segment of slides or video. Below is an example of a PowerPoint® lesson.

The screenshot shows a lesson interface for "Keyboarding Techniques: Posture & Finger Placement". At the top right, there is a "View Lesson Plan" button. Below the title, there is a "Select Playlist" dropdown menu and a "Video/PowerPoint Visible to Students" checkbox. The main content area displays a video player with a "CEV" logo and a "Marking Tool" button. A red callout box points to the "Outline" button in the top right corner of the video player, stating: "To easily locate specific slides, click 'Outline' to open an all slides view." Another red callout box points to the "Previous" and "Next" navigation buttons at the bottom of the video player, stating: "Use the buttons to move from slide to slide." A third red callout box points to the "Full Screen" icon in the bottom right corner of the video player, stating: "Open in Full Screen mode." Below the video player, there is a "Share Video/PowerPoint with Classroom" button. At the bottom of the page, there is a blue "Instructional Materials" heading. A red callout box points to this heading, stating: "PLEASE NOTE: When you open a lesson, the Instructional Materials heading will be collapsed. To open this section, click on the Instructional Materials header." Below the heading, there is a "Resources" section with a list of items: "PowerPoint - Keyboarding Techniques: Posture & Finger Placement (Downloadable Version)", "Action Plan", "Activity - Command Keys & Shortcuts Flash Cards", and "Activity - Proper Posture & Workspace Setup". A red callout box points to this list, stating: "Correlations listed in (Location in Lesson) are correlated to content within the PowerPoint® or video portion of a lesson."

The **Location in Supplemental Materials of the Lesson** correlations will appear beneath the Instructional Materials heading. You may need to scroll through the list to locate each item. To open the item listed, click on the link. When clicked, each link will open a PDF of the file in another tab.

All supplemental materials are included here such as Student Handouts, Activities, Projects, Vocabulary Handouts and Assessments. See Appendix for more information.

REVIEW TIP: LOCATING POWERPOINT® SEGMENTS OR SLIDES

The screenshot displays a web-based interface for a PowerPoint presentation titled "Keyboarding Techniques: Posture & Finger Placement". At the top, there are buttons for "View Lesson Plan", "Student Grades Report", and "Export Common Cartridge". Below this, a dropdown menu shows "Keyboarding Techniques: Posture & Finger Placement" and a checkbox for "Presentation Visible to Students". The main content area shows a slide titled "Main Menu" with three items: "Introduction", "Touch-System Techniques", and "Command Keys & Shortcuts". At the bottom of the slide, there are "Previous" and "Next" navigation arrows. A red circle highlights the "Outline" button in the top right corner of the slide, and another red circle highlights the "Previous" and "Next" arrows at the bottom. A red arrow points from the "Outline" button to the "Main Menu" slide.

If a PowerPoint® contains multiple segments, navigate to the Main Menu by clicking the arrow icons at the bottom of the viewing window until you reach the Main Menu slide and click the link to the segment.

Also, you can scroll through the slides until you reach the segment or slide numbers needed for review by clicking the arrows at the bottom of the viewing area.

To easily locate specific slides, click "Outline" to open an all slides view.

PLEASE NOTE: The Main Menu slide of a PowerPoint® lesson can typically be found beginning on slide three or four of a presentation.

Step 5: Review correlations to Mississippi Standards.*

* All iCEV lessons utilize Microsoft® PowerPoint® presentations, video chapters or a combination of both which contain the content of the standard in a segment of slides or video. Below is an example of a video lesson.

The screenshot shows a video player for a lesson titled "Conflict Management". At the top right, there are buttons for "View Lesson Plan" and "Student Grade". Below the video player, there is a "Share Presentation with Google Classroom" button. A blue bar labeled "Instructional Materials" is collapsed. Below this bar, a list of resources is visible, including "Academic Grading Rubric", "Video Transcript", "Action Plan", "Activity - Career Connections", and "Activity - Conflict Management Style".

To see how all of the materials work together, view the Lesson Plan.

Correlations listed in (Location in Lesson) are correlated to content within the PowerPoint® or video portion of a lesson.

The segments listed in the correlations can be found listed in the video player.

PLEASE NOTE: When you open a lesson, the Instructional Materials heading will be collapsed. To open this section, click on the Instructional Materials header.

The **Location in Supplemental Materials of the Lesson** correlations will appear beneath the Instructional Materials heading. You may need to scroll through the list to locate each item. To open the item listed, click on the link. When clicked, each link will open a PDF of the file in another window.

All supplemental materials are included here such as Student Handouts, Activities, Projects, Vocabulary Handouts and Assessments. See Appendix for more information.

REVIEW TIP: LOCATING VIDEO SEGMENTS

All video lessons are segmented into small learning objectives. Each segment can be played separately by clicking on the desired segment, or you can click play on the first segment and watch each segment in order. Once a segment finishes playing, the next segment will automatically load and begin playing.

The screenshot shows a web interface for a lesson titled "Conflict Management". At the top, there are buttons for "View Lesson Plan", "Student Grades Report", and "Export Common Cartridge". Below these is a "Select Playlist" dropdown menu set to "Conflict Management". The main content area features a video player with a play button and a video thumbnail showing two people. A red box labeled "Play" points to the play button. To the right of the video player is a list of five video segments, each with a thumbnail, title, and duration. A red bracket on the right side of the list is labeled "Video Segment". Below the video player is a control bar with a play button, volume icon, and "Full Screen" button. Red boxes with arrows point to these controls: "Play" (to the play button), "Volume" (to the volume icon), and "Full Screen" (to the full screen button). A red box labeled "Move from segment to segment." points to the video player area. Below the video player is a "Share Present" button and a "classroom" icon. At the bottom, there is a section titled "Instructional Materials" with a list of resources. The resources list includes "Academic Grading Rubric", "Video Transcript", "Action Plan", "Activity - Career Connections", and "Activity - Conflict Management Style". Each resource has a "Share With Classroom" icon and a "Visible to Students" checkbox. The "Visible to Students" checkboxes for "Video Transcript", "Action Plan", "Activity - Career Connections", and "Activity - Conflict Management Style" are checked.

Step 5: Review correlations to Mississippi Standards.*

* All iCEV lessons utilize Microsoft® PowerPoint® presentations, video chapters or a combination of both (hybrid) which contain the content of the standard in a segment of slides or video. Below is an example of a hybrid lesson.

The screenshot shows a presentation slide titled "Microsoft® Word 2016 Basics - Unit 2". At the top, there are buttons for "View Lesson Plan" and "Student G...". Below the title is a "Select Playlist" dropdown menu showing "Microsoft® Word 2016 Basics - Unit 2" with sub-items "1. Opening Documents & Templates" and "2. Typing in a Document". The main content area is a "Main Menu" slide with four items: "Documents & Templates", "Opening Documents & Templates", "Using the Keyboard & Entering Text", and "Typing in a Document". At the bottom, there is a "Share Presentation with Google Classroom" button and an "Instructional Materials" heading. Below this heading, under "Resources", are links for "PowerPoint - Microsoft® Word 2016 Basics - Unit 2 (Downloadable Version)", "Video Transcript", and "Lesson Plan".

To see how all of the materials work together, view the Lesson Plan.

Correlations listed in (Location in Lesson) are correlated to content within the PowerPoint® or video portion of the lesson.

Use the Main Menu slide and the Select Playlist drop-down menu to locate the segment listed in the alignments.

PLEASE NOTE: When you open a lesson, the Instructional Materials heading will be collapsed. To open this section, click on the Instructional Materials header.

The **Location in Supplemental Materials of the Lesson** correlations will appear beneath the Instructional Materials heading. You may need to scroll through the list to locate each item. To open the item listed, click on the link. When clicked, each link will open a PDF of the file in another window.

All supplemental materials are included here such as Student Handouts, Activities, Projects, Vocabulary Handouts and Assessments. See Appendix for more information.

Step 5: Review correlations to Mississippi Standards.*

* Some iCEV lessons utilize text-facing content with navigable content tabs. Below is an example of a text-facing content lesson.

Tools & Machinery

Student Grades Report Export Common Cartridge

Tools and Machinery Power Machinery Portable Power Tools Power Drills Bench Grinder

Vehicle Lifting Vehicle Lifting continued

Select Language

Powered by Google Translate

Vehicle Lifting

As a technician, you will repeatedly find yourself working underneath a vehicle. Lifting technology enables you to lift a vehicle up, providing the mobility and clearance you need to work. Like all tools and machinery in the shop, lifts and jacks should only be used in accordance with their capacity and function. Using improper lifts and makeshift jacks is a fire-threatening risk.

Lifting a full car is best accomplished by a full car lift, but floor jacks and axle stands can do the job as well.

Vehicle Stands and Jacks

All lifting machinery will have a clearly designated weight capacity. Technicians should learn the capacities of the shop's jacks and lifts. It is important not to exceed these capacities.

Share Presentation with Google Classroom

Instructional Materials

Handouts

Vocabulary Handout

Use the navigable content tabs to locate the tab listed in the alignments.


Correlations listed in (Location in Lesson) are correlated to content within the text-facing content portion of the lesson.

PLEASE NOTE: When you open a lesson, the Instructional Materials heading will be collapsed. To open this section, click on the Instructional Materials header.

The **Location in Supplemental Materials of the Lesson** correlations will appear beneath the Instructional Materials heading. You may need to scroll through the list to locate each item. To open the item listed, click on the link. When clicked, each link will open a PDF of the file in another window.

All supplemental materials are included here such as Task Sheets, Student Handouts, Activities, Projects, Vocabulary Handouts and Assessments. See Appendix for more information.

Step 6: Return to the Lessons page to continue the review.


 **Business Essentials**
To access lesson resources including assessments, worksheets, activities and other materials, scroll below the video/PowerPoint.

My Courses > **Business Essentials** > Business & Management Concepts - CC

Business & Management Concepts - CC


[View Lesson Plan](#) [Student Grades Report](#)

Select Media: 1. Business & Management Concepts - CC Presentation Visible to Students

 **BUSINESS & MANAGEMENT CONCEPTS**

Marking Tools | Outline

Click the Course Name to go back to the Lessons page.

 **Business Essentials** [Edit title](#)

My Courses > Business Essentials

Lessons

[Customize this Course](#)

How To Review	View
Business & Management Concepts - CC	View
Economic Utilities - CC	View
Economic Concepts - CC	View
Ethics in Business - CC	View
The Accounting Industry - CC	View
Political & Economic Systems - CC	View
Competition & Free Enterprise - CC	View
Global Industry - CC	View
E-Commerce in Business - CC	View

Click the "View" icon next to the lesson name needed for review.

- [Special Population Strategies](#)
- [Social-Emotional Learning Toolkit](#)
- [Course Grades Report](#)
- [Invite Students](#)
- [Course Assessments](#)
- [Create Assessment](#)
- [Settings](#)
- [Copy Lesson Visibility Settings](#)

Appendix

ICEV lessons may include the following:

- Lesson plan
- Student activities and projects
- Assessments, check for understandings and final assessments
- Vocabulary handouts

Activities

Projects

Vocabulary

Assessments

Lesson Plan

The Interactive heading, if clicked, will open a set of interactive activities and assessments.

These interactive options are duplicates of printable materials and are not necessary for the review process.

Appendix - Transportation Only

iCEV lessons may include the following:

- Task sheets
- Pre- and post-tests
- Quiz-oriented games

Instructional Materials

Resources

eBook - MD HD: Brake Systems

Pacing Guide

Handouts

Action Plan

Activities/Projects

Task Sheet - T3U1_TS1. T3B1-B2, D2 & D5

Task Sheet - T3U1_TS2. T3B4-B6

Task Sheet - T3U1_TS3. T3B7

Task Sheet - T3U1_TS4. T3B8

Task Sheet - T3U1_TS5. T3D3

Task Sheet - T3U2_TS1. T3A3 & T3C7

Task Sheets

**Pre-test/
Post-test**

Instructional Materials

Resources

eBook - Automotive Service

Pacing Guide

Handouts

Action Plan

Assessments

Pre-Test

Pre-Test Answer Key

Interactive Assignments

Assessments

★ Automotive Service - Pre-Test

The Interactive heading, if clicked, will open a set of interactive activities and assessments.

These interactive options are duplicates of printable materials and are not necessary for the review process.

Appendix - Traditional Lesson Plan

Lesson Plan

Conflict Management

Each lesson is multimedia based, either a PowerPoint® Slide Series or a Video. This is listed on each Lesson Plan.

Media Type: Video
Duration: 26 minutes

Goal: To define conflict, analyze common causes of conflict and provide the solutions to resolve a conflict.

Description:

Although conflicts can be destructive to businesses and organizations, they can bring about positive impacts if handled properly. This presentation defines conflict, investigates common causes of conflict and compares different conflict management styles. Students will learn skills to resolve conflict and the process of third party intervention.

Objectives:

1. To define conflict.
2. To analyze common causes of conflict.
3. To compare five conflict management styles.
4. To learn skills to resolve conflict.
5. To explain third party intervention process.

Each lesson plan provides an overview of the scope and sequence of the skills and concepts presented in each lesson.

Common Core Standards

College & Career Readiness Anchor Standards for Reading

Reading Standards for Informational Text

Key Ideas & Details	9-10.1	Cite strong and thorough textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text.
	11-12.1	Cite strong and thorough textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text, including determining where the text leaves matters uncertain.
Integration of Knowledge & Ideas	9-10.7	Analyze various accounts of a subject told in different mediums, determining what is true and what is false.
	11-12.7	Integrate and evaluate multiple sources of information presented in different formats or media, including what they say explicitly and what they omit, in order to address a question or solve a problem.

Most lessons contain a list of Common Core to show how the lesson impacts core subject areas on the Lesson Plan.

College & Career Readiness Anchor Standards for Language

Language Standards

Conventions of Standard English	9-12.1	Demonstrate command of the conventions of standard English grammar and usage when speaking and writing.
	9-12.2	Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when speaking and writing.
Knowledge of Language	9-12.1	Apply knowledge of language to understand how language functions in different contexts, to make choices for how to use language, and to analyze the choices others make in different contexts.
	9-12.2	Analyze the main ideas and supporting details presented in diverse media and formats, including digital media, and evaluate how well the ideas and details are supported and analyzed by the source.

If the Lesson Plan does not include Common Core Alignments, the alignments will appear beneath the Instructional Materials heading in their own document.

Instructional Materials

Resources

PowerPoint - Microsoft® Excel® 2019 Basics - Unit 4 (Downloadable Version)

Video Transcript

Common Core Standards Alignments

Appendix - Traditional Lesson Plan

Lesson Plan

Conflict Management

Each Lesson Plan provides the teacher with instructional strategies for each lesson as well as a daily schedule of progression.



Lesson Plan

Hand out or have students access the *Action Plan*. The *Action Plan* provides a list of tasks for students to perform to complete the lesson.

Class 1: Begin the class by distributing the *Vocabulary Handout* and the *Worksheet* for students to use as reference materials. Show the *Defining Conflict* segment. Students should complete the corresponding **Assessment**. Instruct students to begin the *Green Power or Not? Project*.

Class 2: Remind students to use the *Vocabulary Handout* and the *Worksheet* as references. Show the *Analyzing Conflict* segment. Students should complete the corresponding *Assessment*. Instruct students to complete the *What Caused the Conflict? Activity*. Provide students with instructions for the *Conflict Theories Project* and *Ethical Guideline for Mediators Project*. Allow students to choose one *Project* to work on at home.

Class 3: Remind students to use the *Vocabulary Handout* and *Worksheet* as references. Show the *Conflict Management Style* segment. Students should complete the corresponding *Assessment*. Instruct students to complete the *Conflict Management Style Activity*.

Class 4: Remind students to use the *Vocabulary Handout* and the *Worksheet* as references. Show the *Resolving Conflict* segment. Students should complete the corresponding *Assessment*. Complete the *Positive Language Activity*.

Class 5: Remind students to use the *Vocabulary Handout* and the *Worksheet* as references. Show the *Third Party Intervention* segment. Students should complete the corresponding *Assessment*.

Class 6: Distribute the *Conflict Management Final Assessment* and allow time for students to complete it. Students

should share their *Green Power or Not? Projects* with the class. Students should turn in their completed *Projects/Activities* before the end of class.



- Conflict Resolution Network**
- <http://www.crnhq.org/>
- Conflict Resolution**
- <http://www.bhrd.wisc.edu/on/index.asp>
- Conflict Resolution Skills**
- http://www.helpguide.org/mental/eq8_conflict_resolution.htm

Each lesson contains activities, projects and assessments to provide opportunities for the review and practice of retaining and acquiring information.



- BPA**
- Administrative Support Workplace Skills
 - Management, Marketing & Human Resources Workplace Skills
 - Human Resource Management
- DECA**
- Principles of Business Management and Administration
- FBLA**
- Business Communication
 - Introduction to Business Communication
 - Management Decision Making

Each lesson aligns to Career & Technical Student Organization competitions to enhance student learning of the career-ready standards through application.



Using the *Career Connections Activity*, allow students to explore the various careers associated with this lesson. See the *Activity* for more details. *If student licenses have been purchased:* Students will select the interviews to watch based on your directions. *If only a teacher license is purchased:* Show students career interviews and instruct them to only complete the interview form for the required number of interviews.

- iCEV50450 Tahnee Truitt, HR Manager, So Plains Coop
- iCEV50634 Maria Allridge, HR Specialist, Ju Boots
- iCEV50213 Mike Van Lente, Director of Corporate Training, Radio Shack, International Justice Mission

Each lesson lists career interviews from industry professionals which apply to the content of the lesson and encourage career exploration.

Appendix - Traditional Lesson Plan

Conflict Management

LESSON



Lab Activities

What Caused the Conflict?

Directions:

Students will write down a conflict he or she has experienced personally. Students should not include who solved their conflicts and not put their names on the paper. Redistribute the conflict cases to students. Students will write down the causes of the conflict and the most appropriate solution. Ask student volunteers to read the cases, provide the causes of the conflict, and present the solution.

Conflict Management Style

Directions:

Divide the class into groups of two. Students will design a conflict scenario and take turns playing the roles. Students will use different conflict management styles: competitive, accommodating, avoiding, compromising and collaborating. Students will choose the most appropriate conflict management style for the scenario and present the solution to the class.

Positive Language

Directions:

Distribute the *Positive Language Activity*. Instruct students to rephrase the negative statements to positive statements. Make sure they use positive language techniques such as reframing, specific statements and relationship building language.



Projects

Green Power or Not?

Directions:

Divide the class into groups of three or four. Students will read the conflict case on the *Green Power or Not?* sheet. Students will create a report to explain their solution for the conflict. Make sure they state the problem, the opinions of the conflicting parties, list all possible solutions and according outcomes and select the most appropriate solution.

Conflict Theories

Directions:

Divide the class into groups of three or four. Students will conduct research on the theories of the causes of conflict. Students will create a 1,000 word paper discussing the theories. Common conflict theories include: attraction, social exchange and equity theories.

Ethical Guidelines for Mediators

Directions:

Divide the class into groups of three to four. Student will conduct research on regulations and ethical guidelines for mediators. Students will create a 1,000 word handbook of Ethical Guidelines for Mediators based on the findings. Make sure they include important issues in the mediation process such as confidentiality and impartiality.

Each lesson includes projects and activities which serve as learning objectives and opportunities for learners to practice lesson objectives and skills.

The activities and projects offer options for differentiated instruction.

By utilizing the activities and projects accompanying each lesson, technology and manipulatives are incorporated into each lesson.

The activities and projects provide project-based learning scenarios and require students to use critical and higher level thinking skills as well as creativity and innovation.



Appendix - Traditional Vocabulary Handout

Conflict Management

Conflict

disagreement through which parties involved perceive a threat to their needs, interests and concerns

Office of Quality Improvement & Office of Human Resource Development
University of Wisconsin-Madison. (2012). Conflict Resolution. Retrieved July 23rd, 2012, from <http://www.ohrd.wisc.edu/onlinetraining/resolution/index.asp>

Power

ability to perform an action or the possession of control or influence over others

Trust

belief in someone's ability and reliability

Personality

set of characteristics and qualities which distinguish an individual

Conflict Management Style

individual's preferred way to respond to conflict

Collaborative Attitude

positive mindset of which disputing parties take to create a healthy relationship with each other

Reframing

expressing something in a different way without changing the meaning

Third Party Intervention

phrase in the conflict resolution process when a third party is involved to help the disputing parties solve the problem

Facilitator

a third party who manages the process of negotiation

Mediator

a third party who helps conflicting parties clarify the situation and decide on a solution

Arbitrator

a given authority who hears all sides of a case and makes final decision based on the information gathered

Each lesson includes a vocabulary handout which serves as a reference to support student learning as a glossary and word list.

The vocabulary handout highlights career and technical vocabulary which appears in each lesson to facilitate student learning.

Appendix - Enhanced Lesson Plan

The Healthcare Industry: Patient Rights & Choices

Lesson Overview

Media: Video (7 minutes)

Seat Time: 1 Class | 50 minutes

Each lesson is multimedia based, either a PowerPoint® Slide Series or a Video. This is listed on each Lesson Plan.

Goal:

To educate students on patient rights, patient responsibilities and the goals of healthcare providers to provide the best services for patients.

Description:

This lesson describes the rights of patients in healthcare settings. Students will understand the responsibilities of both patient and provider. The lesson provides examples of patient responsibilities and examples of healthcare provider goals in order to educate patients who receive.

Objectives:

1. To describe patient rights and choices.
2. To provide patient and provider responsibilities.
3. To demonstrate examples of how patients and healthcare providers

Each lesson plan provides an overview of the scope and sequence of the skills and concepts presented in each lesson.

Lesson Plan

Class 1

Class Overview:

- *The Healthcare Industry: Patient Rights & Choices* Video Segment
- Action Plan
- Vocabulary Handout
- Key Concepts
- Assessment
- Governmental Impact Activity

Essential Questions:

1. What are patient rights?
2. What are goals of the healthcare industry regarding patient rights?

Each lesson contains activities, projects and assessments to provide opportunities for the review and practice of retaining and acquiring information.

Step 1: Bell Ringer:



- Have students think of a question they have had regarding their experiences in healthcare. Start a discussion to begin the lesson.

Step 2: Distribute the **Action Plan**, **Vocabulary Handout** and **Key Concepts**.



- The **Action Plan** lays out a list of tasks for students to complete during the lesson.
- The **Vocabulary Handout** is a list of terms used throughout the lesson.
- The **Key Concepts** is an outline which identifies the main ideas presented in the lesson which students can fill in to aid in note taking during the lesson.

Step 3: Show *The Healthcare Industry: Patient Rights & Choices* video segment.



- This video is seven minutes long.
- Be sure students utilize the **Key Concepts** for this segment of the lesson.

Step 4: Administer *The Healthcare Industry: Patient Rights & Choices* Assessment.



- The Assessment is a comprehensive assessment covering material throughout the entire lesson.

NOTE: If you see this icon, the item is available to be completed interactively on ICEV.

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Appendix - Enhanced Lesson Plan

The Healthcare Industry: Patient Rights & Choices

Lesson Plan

Class 1 (continued)

Step 5: Students should complete the **Governmental Impact Activity**.



- Students will explain the impact of the different levels of government on the healthcare industry.

Step 6: Exit Ticket:



- Have students turn in the **Governmental Impact Activity**.

Activity

Governmental Impact

Students will explain the impact of the different levels of government on the healthcare industry. This activity both uses terms included in the **Vocabulary** and requires students utilize healthcare services independent of government.

Accommodations:

Students may use the **Key Concepts** and the **Vocabulary**.

Modifications:

Students may work in groups.

Extension:

Students may choose a different country and research the governmental impacts.

Each lesson includes projects and activities which serve as learning objectives and opportunities for learners to practice lesson objectives and skills.

The activities and projects offer options for differentiated instruction.

By utilizing the activities and projects accompanying each lesson, technology and manipulatives are incorporated into each lesson.

Career & Technical Student Organizations

SkillsUSA

- Practical Nursing
- Basic Health Care Skills
- Health Occupations Professional Portfolio
- Health Knowledge Bowl

Each lesson aligns to Career & Technical Student Organization competitions to enhance student learning of the career-ready standards through application.


Career Connections

Career Connections

Using the **Career Connections Activity** allows students to explore careers associated with this lesson by viewing career interviews with various industry professionals. The career interviews are located on the Select Playlist drop down menu on the lesson page. If Student Licenses are being utilized, students can select the interviews to watch based on your direction. If a Student License is being utilized, show students all of the career interviews and complete the interview form for the required number of interviews. See the **Activity** for more details.

- David Wright, Deputy Regional Administrator, Dallas Regional Office, Center for Medicaid Services
- David Hilgers, J.D., Chair of the Firm, American Bar Association Law Section
- Bret Miller, Physical Therapist, The Joint Ranch, Covenant Medical Center
- Judith Wilkins, Ph.D., Marriage & Family Therapist
- Naomi Ortiz, Receptionist, Southwest Diagnostic Clinic
- Sylvia Bentancourt, Medical Billing, Southwest Diagnostic Clinic

Each lesson lists career interviews from industry professionals which apply to the content of the lesson and encourage career exploration.

 **NOTE:** If you see this icon, the item is available to be completed interactively on ICEV.

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Appendix - Enhanced Vocabulary Handout

Vocabulary Handout

The Healthcare Industry: Patient Rights & Choices

Advanced Directive

legal document which provides individuals with an opportunity to lay out the medical treatment they desire in the future if they are unable to express their desires

Advocacy

support for a cause, person or organization

Autonomy

one's ability to act, choose, think and decide on their own

Confidentiality

agreement to keep private information concealed

Informed Consent

information sheet outlining the terms and conditions of a particular activity

Involuntarily Commitment

patients who are deemed eligible to legally receive care under certain conditions without the patient's agreement

Limitations

parameters which prevent certain actions

Subpoena

written obligation to attend a court date

Transparency

openness of information and actions

Each lesson includes a vocabulary handout which serves as a reference to support student learning as a glossary and word list.

The vocabulary handout highlights career and technical vocabulary which appears in each lesson to facilitate student learning.

Appendix - Task Sheet (Transportation Only)

Task sheets allow students to implement hands-on learning to show automotive skills.

Name:

5. BRAKES

A. GENERAL

AST-5-A-1: Research applicable vehicle and service information including fluid type, internal engine operation, vehicle service history, service precautions, technical service bulletins, and recalls, including vehicles equipped with advanced driver assistance systems (ADAS).

Vehicle Service Information and History

Directions: Use a vehicle or vehicle simulation and service information source to research applicable vehicle and service information, vehicle service history. Search and record all related service precautions and technical service bulletins.

Equipment:

Vehicle or vehicle simulation
Service information source
Electronic service information

Procedure:

1. Use personal protective equipment while completing this task sheet.
2. Identify and record VIN
3. Interpret the VIN to determine and record the following information:
 - Year of manufacture
 - Vehicle engine
4. Research internal engine operation for the vehicle being serviced.
5. Determine if the vehicle is equipped with antilock braking system, traction control, or stability control systems.
6. Determine if the vehicle is equipped with a supplemental restraint system.