**Daily Lesson Plan - 2/1**

Week 2

Day 5 - Determining Teams --Final Team Assignments

Materials Needed:

Roles/Descriptions

Students’ resumes (or statement of application)

Race Team Member list - where individual students made their 1st, 2nd, 3rd choice - make copies for each Crew Chief and staple the resume of the applicant to the list.

Computer with access to Internet may be needed

Length of Lesson:1 day (with a follow up day for decision making if necessary)

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| **Minutes** | **Activity** |
| *Resume building* | *Ideally, students should have written resumes or statements of interest. They should have practiced interviewing. This PBL built in a day (⅔) for mock interviewing with employers.* |
| *Guidance to Specialist - facilitating strong team selection* | *This lesson format follows the preference that the Specialist establishes a leader and then those leaders decide the make-up of their teams. The Crew Chief position is the leadership position of the racing team.*  *Your goal is to coach each team to be strong because it creates a more competitive event. You may need to “sell” this idea or have a mini lesson about the value of competition--or on the right way to look at competition. For example, A strong leader looks to competition because competition can spur them to be greater than who they are right now. Ultimately the goal in this PBL is that these are all strong teams -- and everyone gets stronger together.* |
| Introduction  5 minutes | Today the Crew Chiefs are going to interview applicants for their positions. The goal is that all Crew Chief interviews all candidates and then they will meet to decide those whom they want on their team. You should receive your team offer by next class period after we have done all interviewing and Crew Chiefs have made their selections. |
| 10 minutes - Crew Chiefs write up questions | Group the Crew Chiefs together in a single group. Hand them their copy of the Race Team Member list where they can confidentially write up their team list as they interview applicants. Hand them their copies of students’ papers with 1st 2nd 3rd choice and resume.  Let them know   * They will simultaneously be interviewing candidates. * Crew Chiefs will interview for every candidate for every position. * They will only have a maximum of three to five minutes to interview each candidate   Have them take 10 minutes to write up questions they will all ask candidates about the specific positions and their team.  While the Crew Chiefs are organizing have remaining students set up the classroom so interviews can be facilitated quickly.    At the end of the 10 minutes, return to the Crew Chiefs. Let them know they may want to establish a ranking system to decide who might be their 1st, 2nd 3rd choice candidates.  Then tell them that they may not get their first choice candidate. After all interviewing is completed, they will work with the other team members to select their best teams. |
| “Speed interviewing” 15 - 20 minutes | If you have 4 - 8 teams, you should be able to interview candidates rapidly.  You may need an additional day to interview all candidates |
| Crew Chiefs write up preferences | After interviewing, the Crew Chiefs should (confidentially) write up the candidates they prefer in 1st 2nd 3rd choice |
| Separate activity for applicants needed | While Crew Chiefs are deliberating, you need a separate activity for your applicants. This might be a reflection journal on what surprised them about interviewing, what was a difficult questions to answer, etc. |
| Crew Chiefs meet to decide teams 10 - 20 minutes | Isolate Crew Chiefs in an area where they can discuss without being overheard.  Using the whiteboard write up the teams and roles on each team. Then each Crew Chief writes up just their first choice candidates in each role.  This way the conversation can be made regarding   1. how a candidate is assigned to a team and 2. how all candidates are assigned to a team   For example, if only one Crew Chief has selected a specific candidate, then it can be assumed that the candidate will be assigned to that team in that role. No more conversation is needed.  If a candidate is requested by two or more teams (no matter what the position), one option to resolve the conflict would be for a Crew Chief to offer to take his/her 2nd choice, someone who was not requested by any other team.  The Crew Chiefs can also negotiate in other ways. Leadership is about negotiation and balance. Perhaps a single strong candidate is given to the leader IF the leader also takes a less strong candidate in another position. Ultimately everyone needs to agree with the membership on his or her team and agree that each team has the people who will make the team strong/competitive. AND all teams must have all students assigned to a team. Duplicates can be appropriate -- for example, two artists, two PR, etc. Typically Teams are evenly divided.  Crew Chiefs can decide how they wish to offer these positions to their candidates. Some facilitate an “offer letter” where the candidate signs and agrees to the position. Others post the teams on the wall. Ultimately it’s best if all members receive notice the same way/at the same time.  Either on this day or the next time the class meets, the students need to be offered a position on the team. |
| Review/Preview | We are in the process of selecting our teams (explain how that process will work).Our next step will be to meet as teams and to begin following our timeline. |