

GUIDE TO THE MODULE FORMAT

Each of the modules is written in the same format. This guide is designed to assist the teacher to understand clearly the organization of the modules. The experiences suggested are truly suggestions. Other experiential activities may be more suitable or interesting to the students. It is up to the teacher to set up a series of experiential activities that assist the students to learn things that directly apply to life and make the learning more interesting. Our appreciation goes to the Wisconsin Technical College System, the developers of these modules for English Literacy and Civics Education programs.

Student Outcomes

This is the list of competencies that students should acquire during the learning process for the module.

Pre-activity for Experiential Learning

Before actually doing the experience-based activity, the stage must be set. In order to maximize the learning that can take place, the teacher should prepare the students by building some related vocabulary, defining the expected situation and outcomes, relating what will be learned to the students' current life experiences and so on. The list of pre-activities provided is meager and will necessitate the classroom teacher to develop other pre-activities.

There should also be "post-activities" which cause the students to hone their writing and oral communication skills and their higher order thinking skills by doing written or oral reports that clearly indicate that learning has taken place.

Experiential Activities to Support Acquisition of the Student Outcomes

This is a list of potential activities that can be done to assist the students to both learn about and gain some experience in the content area. Some of the activities, such as role-playing can be done in the classroom. Field trips, obviously, cause the teacher and students to leave the classroom. Both types of experiences are important and should be done. In order to make the most out of field trips, remember to focus on the pre-activities. Students can also gain a lot of skill by actually setting up the trips themselves. In order to avoid some issues, you may want to have the students meet at the place you are visiting rather than have them come to class and then travel all together. Funds are currently available to defray costs related to experiential learning.

Remember to plan for students who may not be able to travel with a group on a certain day. Perhaps they can go separately at another time or with one or two other students or a volunteer. Perhaps they can benefit by listening to the follow-up presentations done by class members who did go on the trip. Some classes are using a digital camera that will allow students to create a scrapbook of activities that could be a teaching tool.

Capstone Experience

The capstone experience is a more comprehensive activity that causes the student to prove that all, or the majority of; the competencies for the entire module have been learned. This experience should integrate reading, writing, speaking and/or critical thinking skills in order to multiply the skill building. Creativity should be encouraged. Examples are provided, but the teacher may define other capstone experiences.

Core Skills Applied in this Module

Basic academic skills and life skills that may be developed through participation in the activities.

Module #1 Local and State Government

Student Outcomes—Local Government

The student will be able to:

1. Identify appropriate local officials.
2. Understand the local government structure e.g. city, township, county, village
3. List services provided by local and county government.
4. List responsibilities as a community member.
5. Understand how and where to vote.
6. Understand how to read utility bills and other correspondence from local government.
7. Learn how to voice concerns and complaints to local officials.
8. Learn the rules related to jury duty.

Pre-Activity for Experiential Learning

1. View and discuss map of locality and how it fits within the state and U.S.
2. Discuss related vocabulary.
3. Discuss students' experiences with various aspects of government to date.

Experiential Activities to Support Acquisition of the Student Outcomes

1. Use the yellow pages to locate people and services.
2. Visit city hall and various departments to learn what each does. Talk with the information desk person or some other good, on-going contact person.
3. Participate in a mock voting situation.
4. Use the Internet to locate various services, agencies and forms.
5. Role play a court experience from various view points (juror, accused, witness)
6. Use movies that provide interesting material for discussion about interaction with local government. Watch together and discuss.

Capstone Experience

1. Attend an actual local government meeting and report to the class.
2. Vote in a real election.
3. Visit the state capitol, tour the facility and meet with the local representative or state senator. The meeting should be well planned and followed up with a letter.
4. Actively work on a campaign (if timing is right).

Core Skills Applied in this Module

1. Computer Literacy
2. Vocabulary Building
3. Using Transportation Systems
4. Critical Thinking
5. Reading/Writing/Speaking

NOTE: Repeat appropriate parts of this module with a focus on State level government.

Module #2 Using the Library

Student Outcomes.

The student will be able to:

1. Obtain a library card.
2. Navigate the library and its resources.
3. Use the checkout system.
4. Be aware of and use the various services & activities the library offers.
5. Access information with relative ease from the major resources of the library.

Pre-Activity for Experiential Learning

1. Discussion about the purpose of the library—why is it important for adults and children to know about and use a library.
2. Discuss what is needed to get a library card.
3. Related vocabulary work.
4. Discuss location of the library and how to get there.
5. Look at pictures of the library to be visited.

Experiential Activities to Support Acquisition of the Student Outcomes

1. Students visit and tour the library.
2. Students obtain a library card and use it to do various assignments.
3. Use a "scavenger hunt" activity to help students learn about the many resources.
4. Provide classroom assignments that require research done at the library.
5. Interview library staff.
6. Participate in a story hour or other library sponsored activity and do a speech or paper on that to inform the rest of the class.
7. Do volunteer work at the library.

Capstone Experience

1. Students use the library to solve a personal problem such as finding information on housing safety laws. They do research and complete a written or oral presentation complete with references to the specific information sources used.

Core Skills Applied in this Module

1. Vocabulary Building
2. Using Transportation Systems
3. Computer Literacy
4. Reading/Writing/Speaking
5. Critical Thinking

Module # 3

The Public School System

Student Outcomes

The student will be able to:

1. Physically locate schools in the community.
2. Learn the entry requirements for children to enter a school system.
3. Fill out forms accurately.
4. Interact with school personnel appropriately.
5. Learn the names of children's teachers.
6. Understand the importance of learning what is in memos sent home from school.
7. Learn how to get help reading school correspondence if necessary.
8. Learn how to display children's work at home.
9. Understand report cards and reasonable expectations.
10. Understand attendance policies.
11. Learn how to report when family moves.
12. Understand basic parents' rights.
13. Know how to request special services.
14. Understand the importance of and the rules for extracurricular activities.

Pre-activity for Experiential Learning

1. Discuss the legal responsibility of parents as they relate to the education of their children.
2. Explain the administrative hierarchy of a public school.
3. Do some basic vocabulary work.
4. Discuss the concepts of lifelong learning and families learning together.

Experiential Activities to Support Acquisition of the Student Outcomes

1. Role play parent-teacher conferences.
2. Create home reference lists of teacher's names, phone numbers, etc.
3. Use individual school attendance policies and other documents as class discussion centerpieces. Create a portfolio for each child that relates to school obligations.
4. Role-play an emergency phone call.

Capstone Experience

1. The adult learner prepares for and participates in a real parent-teacher conference.
2. The adult learner volunteers at school and reports to the class on the experience.

Core Skills Applied in this Module

1. Vocabulary Building
2. Using Transportation Systems
3. Critical Thinking

Module #4 Financial Systems

Student Outcomes

The student will be able to:

1. Use the basic banking services available.
2. Use cash and money orders safely.
3. Open and learn how to manage a checking account.
4. Open and use a savings account.
5. Understand interest rates and credit.
6. Read bank statements accurately.
7. Fill out loan forms accurately,
8. Understand basic budgeting.
9. Use credit wisely to establish a credit rating.

Pre-activity for Experiential Learning

1. Vocabulary activities.
2. Discuss how students are already using banking services.
3. Discuss potential problems and reasons for this lesson.

Experiential Activities to Support Acquisition of the Student Outcomes

1. Tour one or more banks. Establish trust in banks by talking with personnel.
2. Use guest speakers to answer questions.
3. Use blank checks and money orders as well as real cash in lessons.
4. Use the Internet to have students find the best interest rates at various institutions for car and home loans.
5. Use the finance related board games.
6. Check out financial literacy resources.

Capstone Experience

1. Create and execute a plan for a personal purchase.
2. Comparison shop for a series of purchases using newspaper ads and by going to the stores. Present findings to the class.
3. Have students develop and use a weekly budget.
4. Have students research and write about the actual amount of time and interest it takes to repay a loan at various rates.

Core Skills Applied in this Module

1. Vocabulary Building
2. Using Transportation Systems
3. Computer Skills
4. Critical Thinking
5. Reading/Writing/Math Skills

Module #5 Healthcare Systems

Student Outcomes.

The student will be able to:

1. Know the locations and scope of local health care facilities.
2. Make an appointment and cancel an appointment.
3. Fill out basic forms accurately.
4. Gain a very basic understanding of what insurance benefits are.
5. Understand what the local immunization schedule is and where services are located.
6. Know when and how to use emergency care.
7. Understand the importance of following directions in medical prescriptions.
8. Understand basic patients' rights.
9. Ask for an interpreter when necessary.

Pre-activity for Experiential Learning

1. Vocabulary study
2. Discuss what experiences some students have already had with health care systems.
3. Discuss basics of health care system such as the differences between a clinic and a hospital and the various personnel in health care.

Experiential Activities to Support Acquisition of the Student Outcomes

1. Tour a hospital and a clinic. Talk with various personnel. Have questions rehearsed.
2. Participate in local community prevention programs such as diabetes screening, mammograms, and blood pressure checks. Talk to the class about what happened.
3. Role-play making and canceling an appointment and making a 911 call.
4. Visit a pharmacy and interview a pharmacist.
5. View health related videos.

Capstone Experience

1. Role-play the entire sequence of making an appointment, going to the doctor, getting medication and participating in the cure.

Core Skills Applied in this Module

1. Vocabulary Building
2. Using Transportation Systems
3. Calendar Skills
4. Critical Thinking
5. Reading/Writing/Speaking

Module #6

The Legal System

Student Outcomes

The student will be able to:

1. Understand the concepts of rights versus responsibilities.
2. Discuss the rights and responsibilities appropriate to their own situations.
3. Locate law enforcement facilities in their community.
4. Be familiar with procedures for dealing with fines and tickets.
5. Be able to find and engage the services of low cost legal services.
6. Utilize consumer protection services.
7. Drive legally and responsibly.

Pre-activity for Experiential Learning

1. Discuss the students' current experiences with the legal system.
2. Show pictures and discuss the roles of various personnel such as judges, police officers and lawyers.
3. Discuss the differences between police and military personnel as appropriate.
4. Do related vocabulary work.

Experiential Activities to Support Acquisition of the Student Outcomes

1. Have "Officer Friendly" visit the class.
2. Tour a correctional facility.
3. Create a home list of important phone numbers.
4. Locate low cost driving instructors.
5. Create posters to illustrate violations and fines.
6. Role-play emergency and non-emergency situations and what to do.

Capstone Experience

1. Write a report, create a poster or computerized list to depict rights and responsibilities relative to a personal situation.

Core Skills Applied -in this Module

1. Critical Thinking
2. Reading/Writing
3. Vocabulary Building

Module #7 Housing

Student Outcomes

The student will be able to:

1. Investigate health and safety issues related to prospective housing.
2. Understand energy and utility assistance programs.
3. Know their rights and responsibilities when renting.
4. Understand how to comparison-shop for the best rental units.
5. Know the financial support options and opportunities for first time homeowners.
6. Know the basics about leases, contracts and insurance.

Pre-activity for Experiential Learning

1. Do related vocabulary building.
2. Discuss what students like and dislike about their current housing situations.

Experiential Activities to Support Acquisition of the Student outcomes

1. Create lists or make a poster showing the "good, bad and ugly" of rental property.
2. Bring in a realtor to discuss various aspects of obtaining housing.
3. Attend a first time homebuyers' seminar.
4. Locate real estate ads around town and bring them to class. Do comparisons of various properties.
5. Tour a hardware store or home improvement depot.
6. Have an insurance agent talk about basic homeowners' or renters' insurance.
7. Find real estate on the Internet.

Capstone Experience

1. Shadow a home inspector during an actual inspection.
2. Calculate the annual and monthly costs of various mortgage or rental rates.
3. Develop a comprehensive checklist to be used when choosing a place to rent or own.

Core Skills Applied in this Module

1. Computer Literacy
2. Reading/Math
3. Critical Thinking
4. Transportation Systems

Module #8

Student Outcomes

The student will be able to:

Pre-activity for Experiential Learning

Experiential Activities to Support Acquisition--of the Student Outcomes

Capstone Experience

Core Skills Applied in this Module