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| **TEXAS CTE LESSON PLAN**  [www.txcte.org](http://www.txcte.org) | |
| **Lesson Identification and TEKS Addressed** | |
| **Career Cluster** | Hospitality and Tourism |
| **Course Name** | Hotel Management |
| **Lesson/Unit Title** | In the Balance |
| **TEKS Student Expectations** | **130.259. (c) Knowledge and Skills**  (5) The student develops principles in time management, decision making, effective communication, and prioritization. The student is expected to:  (A) Apply effective practices for managing time and energy  (B) Develop and implement stress-management techniques  (C) Assemble and analyze the various steps in the decision-making process  (D) Evaluate the importance of balancing a career, family, and leisure activities and develop various techniques to reduce conflict |
| **Basic Direct Teach Lesson**  (Includes Special Education Modifications/Accommodations and  one English Language Proficiency Standards (ELPS) Strategy) | |
| **Instructional Objectives** | **Students will:**   * Understand what changes affect a work-life balance * Analyze the importance of balancing a career, family and leisure activities * Use scientific methods to assess stress levels * Implement stress management techniques |
| **Rationale** | Our lives are very busy today. As we get older, begin our careers, and eventually have a family, our lives will get even busier. To maintain a healthy mind and body, it is important to learn to balance the various segments in our lives – mainly our family, friends, career, and leisure time.  Today’s lesson will cover some ways we can learn to recognize balance and imbalance as well as learn a few basic techniques in ways to achieve and maintain a balanced and less stressful life. |
| **Duration of Lesson** | Four 45-minute class periods |
| **Word Wall/Key Vocabulary**  *(ELPS c1a, c, f; c2b; c3a, b, d; c4c; c5b) PDAS II (5)* | **Burnout:** A state of physical, emotional and mental exhaustion typically caused by prolonged periods of stress  **Delegate:** To send, appoint or authorize someone to act as a representative  **Leisure:** Free time to spend as you wish  **Time Management:** The act or process of planning and exercising conscious control over the amount of time spent on activities, especially to increase effectiveness, efficiency or productivity |
| **Materials/Specialized Equipment Needed** | **Equipment:**   * Computer with projector for PowerPoint presentation * Computers with Internet access (be sure to follow district guidelines for Internet access) * Presenter remote * Light projector (Elmo)   **Materials:**   * Construction paper * Markers * Scissors * Small sticks/twigs, small dowels, stiff wire (for the horizontal pieces) * String or twine (for the vertical pieces) * Glue or glue sticks   **Supplies:**   * Cell phone (family, friends, time) * Clock (time) * Hotel brochure (career) * Hotel electronic key (career) * Pens or pencils (school) * Pictures of people (family and friends) * Scales (balance) * Small sports ball (leisure) * Sunglasses (leisure) * Watch (time) * Copies of all handouts   **PowerPoint:**   * In the Balance   **Technology:**   * Free iPad Apps:   + Hotel Management HD Magazine targeted latest news and trends in the hotel industry.<https://itunes.apple.com/us/app/hotel-management-hd/id450856700?mt=8>   **Graphic Organizers:**   * In the Balance Notes * In the Balance Notes (Key) * KWL Chart – Life and Career Balance   **Handouts:**   * Mobile Balancing Activity * Rubric for Mobile Balancing Activity * Weekly Planner * Weekly Planner Example |
| **Anticipatory Set**  (May include pre-assessment for prior knowledge) | **Before class begins:**  Display as many materials as you have available in the front of the classroom so that students see them as they enter (see Materials or Specialized Equipment Needed).  Familiarize yourself with the online stress profile quiz for kids:   * STRESS-O-METER Department of Health and Human Services Centers for Disease Control and Prevention Stress can be good, but too much stress is definitely bad. Do you feel just enough stress to keep you on your game, or are you totally wigged-out? Are you as tight as a rubber band? A great big ball of nerves?   Begin the lesson by asking students the following questions:   * Do you have balance in your life? * What do you do to handle stress? * Do you handle stress in a positive manner? * Why do you think it is important to have balance in your life?   Distribute the graphic organizer KWL – Life and Career Balance and have students fill out the first two sections of the chart.   * What do I know about balancing life and a career or the various parts of life? What does balance mean to me? * What do I want to know about balancing life and a career or the various parts of life?   The last section will be completed during lesson closure. |
| **Direct Instruction \*** | Introduce lesson objectives, terms, and definitions.  Distribute graphic organizer In the Balance Notes so that students may take notes during the slide presentation.  Introduce the PowerPoint In the Balance and lead a discussion on the importance of balancing a career/school, family, friends, leisure time and any other demands on their lives.  *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * check for understanding * highlight materials for emphasis * provide students with vocabulary list with definitions prior to lesson * work with a peer tutor * provide printed PowerPoint In The Balance Presenter Notes for assistance with note-taking |
| **Guided Practice \*** | Allow the students to take the online stress profile quiz for kids.  Regardless of the results of each student’s profile, the students should understand this is only an indicator and represents a moment in time; it is not a doctor’s diagnosis.  Distribute the graphic organizer Weekly Planner.  Display the Weekly Planner Example on a light projector so that students will understand how to complete their planner for the coming week.  Lead a discussion on the importance of relieving stress through proper planning and time management. Include, in the discussion, the benefits of building life-long positive and productive habits.  Examples to include on their planners:   * Athletic practices * Club meetings * Family outings * Project due dates * Tests * Time for family * Time for rest   Walk the room and observe the students and make suggestions as necessary.  *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * check for understanding * work with a peer tutor * extended time for assignment |
| **Independent Practice/Laboratory Experience/Differentiated Activities \*** | Divide the class into teams of three.  View the YouTube video:   * Mobile Art Hanging in the Balance Brainerd Newscast – In Focus Feature <http://youtu.be/zGbali-n72g>   Distribute handout Mobile Balancing Activity to the teams. Students may use the materials provided and any extra items they have in their purse or backpack. Items may also be brought from home.  Explain that the mobile should be balanced using the law of physics.  Distribute a copy of the Rubric for Mobile Balancing Activity so that teams may understand what is expected.  Reinforce the importance of balancing career/school, family, friends, leisure, and self. Share some examples of how to balance the various segments of one’s life, perhaps from your own experiences.  *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * reduce assignment * extended time for assignment * work with a peer tutor |
| **Lesson Closure** | Review lesson objectives, terms, and definitions.  Students will complete the last section on their KWL – Life and Career Balance.   * What did I learn about balancing life and a career?   Review their answers in class. |
| **Summative/End of Lesson Assessment \*** | Students will present their version of “balancing a career, family, friends, leisure activities and time.”  Student mobiles will be assessed with the appropriate rubric.  *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * extended time for assignment * praise completed work |
| **References/Resources/**  **Teacher Preparation** | **Textbook:**   * Reynolds, J. S., and Chase D. M. (2014). *Hospitality services.* Third Edition. Tinley Park, IL: Goodheart-Willcox Company.   **YouTube:**   * Mobile Art Hanging in the Balance Brainerd Newscast – In Focus Feature <http://youtu.be/zGbali-n72g> |
| **Additional Required Components** | |
| **English Language Proficiency Standards (ELPS) Strategies** | * Use “word wall” for vocabulary words * Work with a peer tutor * Peer to read materials * Highlighted materials for emphasis * Shortened simplified instructions |
| **College and Career Readiness Connection[[1]](#footnote-1)** |  |
| **Recommended Strategies** | |
| **Reading Strategies** | Students may read the following articles:   * How to Establish Your Work/Life Balance Many of us struggle to thrive in our careers and maintain our personal lives. There is so much going on for many of us—that it’s just so hard to balance it all.<http://www.ehow.com/how_5337531_establish-worklife-balance.html> * How to Manage a Work Life Balance A solid work-life balance keeps you focused at work and calm at home. Eliminating unnecessary activities and asking for help are important to striking the balance. If all goes well, you will think about work at work and have uninterrupted time at home with yourself and your family. <http://www.ehow.com/how_8434838_manage-work-life-balance.html>   Encourage students to connect reading and their life experiences or prior knowledge. |
| **Quotes** | There are far too many people that waste their time telling themselves that they don’t have enough time. **-Unknown**  Never get so busy making a living that you forget to make a life. **-Unknown**  Happiness is not a matter of intensity but of balance, order, rhythm, and harmony. **-Thomas Merton**  In all aspects of our lives balance is key. Doing one thing too much can cause upset, like the old saying goes, everything in moderation is the secret! **-Catherine Pulsifer**  Time and balance the two most difficult things to have control over, yet they are both the things that we do control.  **-Catherine Pulsifer**  Just as your car runs more smoothly and requires less energy to go faster and farther when the wheels are in perfect alignment, you perform better when your thoughts, feelings, emotions, goals, and values are in balance.  **-Brian Tracy** |
| **Writing Strategies**  **Journal Entries + 1 Additional Writing Strategy** | **Journal Entries:**   * When I feel stress, my friends and family are … * I can immediately relieve my stress by … * I can immediately improve balance in my life by … * I will share what I have learned about stress and balance by …   **Writing Strategy:**  RAFT (Role/Audience/Format/Topic) writing strategy:   * + Role: student   + Audience: future self   + Format: Letter – Have the students write a letter to themselves dated six months in the future.   + Topic: The students should describe the stress-reduced self they would like to see six months from today’s date. In this letter, they should also describe how they plan to achieve the stress-reduced state and how they plan to maintain it if achieved or what to do if they are not yet at the level they want to achieve. |
| **Communication**  **90 Second Speech Topics** | * Three reasons why a work-life balance is important are … * Five stress-reducing strategies are … |
| **Other Essential Lesson Components** | |
| **Enrichment Activity**  (e.g., homework assignment) | * Assign small groups of students to create three-minute skits on either work-life balance or recreate scenes of stress and demonstrate how it is managed in positive ways. |
| **Family/Community Connection** | * Invite local workers from the hotel industry (can also include other industries) to talk to the class on the importance of a work-life balance and how they achieve a good balance. They can include how stress can be different in the hotel industry versus other industries in their discussion. |
| **CTSO connection(s)** | **Family, Career, Community Leaders of America (FCCLA)**  <http://www.texasfccla.org>   * Star Events:   + Hospitality, Tourism, and Recreation is an individual or team event that recognizes participants who demonstrate their knowledge of the hospitality, tourism, and recreation industries and ability to translate their knowledge into a hypothetical or real business.   Lesson is preparation for Hospitality LEO test. |
| **Service Learning Projects** | True service learning is developed with student voice about concerns and needs. As the students are learning and researching this topic, ask them to think about ways they can maximize their learning to benefit others.  Ask students how they will use what they have learned about balancing a career and family. Brainstorm with your students for a service project pertaining to this lesson. For more information, visit [www.ysa.org.](http://www.ysa.org.)   * Example: Have the students create posters for the school on proper ways to manage stress and post the posters in the halls of school. They can also create and present short skits on how to manage stress to be presented during the lunch periods. |

1. Visit the Texas College and Career Readiness Standards at <http://www.thecb.state.tx.us/collegereadiness/CRS.pdf>, Texas Higher Education Coordinating Board (THECB), 2009. [↑](#footnote-ref-1)