



Plano ISD and Palm Computing Education Pioneer Grant Application



Please direct any questions you may have on this application form or the process to your cluster technology coordinator or send an email to palmgrant@pisd.edu.

1. Proposal Title: The Ultimate Management Tool

2. School Name: Plano Senior High School

Address: 2200 Independence Pkwy.

City: Plano

State: TX

Zip: 75075

3. Primary campus contact name: Laura Richey

Address: 2200 Independence Pkwy.

City: Plano

State: TX

Zip: 75075

Phone: 972.519-8500 Ext. 21417

Fax: 972.519.8501

Email: lrichey@pisd.edu

Webpage: N/A

4. Grades targeted:

Primary

Intermediate

High School

5. School demographics:

Size of school (number of students) 1936 as of 2/16/01

Other relevant demographic info (approximate ethnicity breakdown, percent of students on reduced lunch, etc.)

Juniors & Seniors only

Ethnic Diversity of Enrollment:

White 80%, Hispanic 3%, Black 4%, Asian 12%

6. Additional grant teachers (if any):

Name(s): Lois Hollingsworth

7. Campus Principal:

Name: Dr. Doyle Dean

8. Number of

Students

Per semester: 75-130

Involved in

Through June 2002: 150-260

Your Project:

9. Number of Palm devices requested:

60 units

*Special hardware requested (if any):

2 keyboards 10 cradles and infra red printer

*Special software requested (if any):

(software that operates a spreadsheet and calendar)

* be sure to clarify and explain your need for any additional hardware or software in your project description (#14)

10. Target subject areas addressed:
(check all that apply)

Math

Language Arts

Social Studies

Science

X Other

Description of Other:

2 Family and Consumer Sciences classes--

Management and HECP (Home Economics Career Preparation)

11. Focus areas:
(Check all that apply)

X Curriculum

School to Home Communication

Assessment

Other

Description of Other:

12. Research Partner(s)*:

PISD plans to use a university as yet unnamed

* who is going to assist in the evaluation of your project

13. Proposed start date for your project:

08/20/01

(use MM/DD/YY format)

14. Project Description:

Please enter your project description (goals, plan, benefits, communication) below. See the Plano ISD guidelines (<http://k-12.pisd.edu/palmgrant/PISD-guidelines.html>) for detailed instructions.

Note: Do not enter your evaluation plan here. Your evaluation plan will be entered as item #15 on the next page.

Management is a semester elective that is unofficially referred to as "Independent Living". The curriculum consists of units designed to move a student toward their next step in life. Units covered are: goal setting, time management, team building, money management, healthy lifestyles, career selection & job application, apartment selection, transportation (selection/insurance & maintenance).

The goal of this project would be to use the Palm Pilot as the ultimate management tool. Students could be given a Palm Pilot to carry with them to address the following objectives and complete the following assignments:

MANAGEMENT OF RESOURCES

Objectives--

- ◆ **The student will apply effective practices for managing time, energy and money.**
- ◆ **The student will describe the use of technology as a life management resource.**
- ◆ **The student will create a daily time and work plan to accomplish goals.**
- ◆ **The student will demonstrate strategies for effective time and energy management.**
- ◆ **The student will identify components of money management.**
- ◆ **The student will recognize the importance of organizing information so that it is easily accessible.**

Assignments:

- 1. Use palm pilot to keep track of how you spend your time for 3 to 5 days. Analyze data to determine if time is spent constructively and consistently reflect your goals. Determine what changes should be made?
Software example--Pocket Pareto 2.0**
- 2. Use palm pilot to keep track of all money spent and received over a 30 day period. Use this data to set up a realistic budget enabling you to manage money successfully.
Software example--All Money 1.02**

3. Use palm pilot to conserve time and energy by using the calendar software to keep up with assignments, work schedules, appointments, commitments, etc.
Software example--Four Zero 3.01
4. Use palm pilot to organize tasks by using "to do" lists several weeks throughout the semester.
Software example--Assistant 0.3
5. Use palm pilot to research fees and services of accounts in a variety of banking institutions, therefore determining the criteria to select a banking institution.
6. Use the palm pilot to balance and reconcile your checking account
Software example: Money Minder 1.4
7. Use the palm pilot to organize and access information such as car and maintenance information, grocery lists, etc.
8. Use the palm pilot to keep track of work hours, salary and Deductions and sync the information to teacher each Monday. (for HECP students)

CAREER PREPARATION

Objectives:

- ◆ The student is expected to demonstrate effective verbal, written and electronic communication skills.
- ◆ The student is expected to demonstrate effective techniques to secure and maintain employment.
- ◆ The student is expected to appraise the impact of technology on management career opportunities.

Assignments:

1. Use the palm pilot to organize resume' and networking information.
2. Use the palm pilot for these assignments to the extent that the student becomes proficient in its use.

Benefits:

Students will be able to use the latest technology to assist them with one of the most important steps in life, becoming independent. There are dual benefits for the students. They will be able to manage their resources and learn an employability skill that can be cited on a resume.

15. Project Evaluation:

Please enter your project evaluation below. See Plano ISD guidelines (<http://k-12.pisd.edu/palmgrant/PISD-guidelines.html>) for detailed instructions.

GOAL--To use the palm pilot in a variety of ways to achieve curriculum objectives of the management course.

Evaluation question 1:

Did using the palm pilot one semester to complete various assignments improve your management skills?

Indicator:

Students successfully completing assignments.

Data Collection Instruments:

- ◆ **Survey of students on their perceptions of growth achieved completing assignments using palm pilot.**
- ◆ **Assessment of variety of assignments.
Ex. Checking weekly to do lists, monthly calendars etc.**
- ◆ **Assessment of the weekly wage & hour reports synced to the teacher each Monday**

Evaluation question #2:

Do you feel that the palm pilot is an organizational tool you would like to continue to use?

Indicator:

Students express a desire to continue their management/organizational activities.

Data Collection Instrument:

Survey of students at the end of the semester.

Evaluation question #3:

Do you feel that you have achieved a comfortable, efficiency level in using the palm pilot?

Indicator:

Students begin to use the palm pilot with speed and efficiency.

Data Collection Instruments:

- ◆ **Hands-on test using the palm pilot**
- ◆ **Student survey**

Evaluation questions #4:

Is proficiency with a palm pilot a valued employment skill?

Indicator:

A majority of employers express a need for employees with hand held computer experience.

Data Collection Instrument:

Survey of 20-30 local employers.