



Practitioner submitted task: Prepared for the Project, Teaching to Fish (Build Tasks) Integrating OALCF Task Development within Ontario's Literacy Programs (2014)

OALCF Task Cover Sheet

Task Title: Scheduling Classes and Assignments in a College Planner

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment ___ Apprenticeship ___ Secondary School ___ Post Secondary <input checked="" type="checkbox"/> Independence ___	
Task Description: The learner will insert their classes and assignment deadlines into a semester planner sheet from a college student planner.	
Competency: A. Find and Use Information B. Communicate Ideas and Information	Task Group(s): A2: Interpret documents B2: Write continuous information B3: Complete and create documents
Level Indicators: A2.1: Interpret very simple documents to locate specific details B2.1: Write brief texts to convey simple ideas and factual information B3.1a: Make straightforward entries to complete very simple documents B3.2a: Use layout to determine where to make entries in simple documents	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Fall Semester Classes & Assignment sheet• Copy of the College Fall Semester planner sheet from 2013-2014 student planner• Pen/Pencil	



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Learner Information and Tasks:

Task 1: You have been given your list of classes and the assignment dates for each class for the Fall 2013 semester (see "Fall Semester Classes & Assignments"). To organise your studies for this semester, record your classes and assignment deadlines onto the semester planner sheet provided.

Fall Semester Classes & Assignments

Human Biology

Mondays 9.00 to 12.00

Assignment 1

Anatomy essay (Deadline: October 14th)

Assignment 2

Class Quiz (November 25th)

Chemistry Lab

Mondays 1.00 to 3.00

Assignment 1

Elements essay (Deadline: October 30th)

Business 101

Wednesdays 12.00 to 5.00

Assignment 1

Group presentation on global financial systems (Deadline November 13th)

Assignment 2

Class quiz (Deadline November 27th)

English Literature

Thursdays 10.00 to 2.00

Assignment 1

Book review (Deadline: October 17th)

Communications

Fridays 11.00 to 4.00

Assignment 1

Modern Communications essay (Deadline: November 22nd)

Assignment 2

Social Media presentation (Deadline: December 6th)



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FALL SEMESTER PLANNER 2013		FALL SEMESTER PLANNER 2013		FALL SEMESTER PLANNER 2013		FALL SEMESTER PLANNER 2013		FALL SEMESTER PLANNER 2013		FALL SEMESTER PLANNER 2013		FALL SEMESTER PLANNER 2013		FALL SEMESTER PLANNER 2013		FALL SEMESTER PLANNER 2013		FALL SEMESTER PLANNER 2013	
CLASS	ROOM	TIME	DAY	CLASS	ROOM	TIME	DAY	CLASS	ROOM	TIME	DAY	CLASS	ROOM	TIME	DAY	CLASS	ROOM	TIME	DAY
WEEK 1 SEPT 3-6																			
WEEK 2 SEPT 9-13																			
WEEK 3 SEPT 16-20																			
WEEK 4 SEPT 23-27																			
WEEK 5 SEPT 30-4																			
WEEK 6 OCT 7-11																			
WEEK 7 OCT 14-18																			
OCT 21-25																			
WEEK 8 OCT 28-1																			
WEEK 9 NOV 4-8																			
WEEK 10 NOV 11-15																			
WEEK 11 NOV 18-22																			
WEEK 12 NOV 25-29																			
WEEK 13 DEC 2-6																			
WEEK 14 DEC 9-13																			



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	<ul style="list-style-type: none"> scans to locate specific details 			
	<ul style="list-style-type: none"> locates specific details in simple documents, such as labels and signs 			
	<ul style="list-style-type: none"> identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			
B2.1	<ul style="list-style-type: none"> writes simple texts to request, remind or inform 			
	<ul style="list-style-type: none"> conveys simple ideas and factual information 			
	<ul style="list-style-type: none"> demonstrates a limited understanding of sequence 			
	<ul style="list-style-type: none"> uses sentence structure, upper and lower case and basic punctuation 			
	<ul style="list-style-type: none"> uses highly familiar vocabulary 			
B3.1a	<ul style="list-style-type: none"> makes a direct match between what is requested and what is entered 			
	<ul style="list-style-type: none"> makes entries using familiar vocabulary 			
B3.2a	<ul style="list-style-type: none"> uses layout to determine where to make entries 			
	<ul style="list-style-type: none"> begins to make some inferences to decide what information is needed, where and how to enter the information 			
	<ul style="list-style-type: none"> makes entries using a limited range of vocabulary 			
	<ul style="list-style-type: none"> follows instructions on documents 			

This task: was successfully completed ____ needs to be tried again ____

Learner Comments

Instructor (print)

Learner Signature