# Lesson Plan

# Information Literacy

## Understanding Policies

Objective: Students will explain sample workplace policies.

Workplace Readiness Skill: **Demonstrate information-literacy skills.**

*Demonstration includes*

- *defining **information literacy***
- *locating and evaluating credible and relevant sources of information*
- *using information effectively to accomplish work-related tasks.*

Correlations to Other Workplace Readiness Skills:

- Demonstrate integrity.
- Demonstrate work ethic.
- Demonstrate conflict resolution skills.
- Demonstrate career- and life-management skills.
- Demonstrate an understanding of information security.

Correlations to the Virginia Standards of Learning (SOL):

- English: 6.C, 6.DSR, 6.RI, 7.C, 7.DSR, 7.RI, 8.C, 8.DSR, 8.RI, 9.C, 9.DSR, 9.RI, 10.C, 10.DSR, 10.RI, 11.C, 11.DSR, 11.RI, 12.C, 12.DSR, 12.RI
- History and Social Science: WHI.3, WHI.9, WHI.10, VUS.2, VUS.3, VUS.10, VUS.16, USII.1, USII.3, USII.5, USII.6, USII.8, CE.11, CE.12, CE.13

Instructional Steps:

1. ***Introduce the lesson with two terms:* policy *and* procedure.** Ask students to define and give examples of both of these terms. Explain that in the workforce and throughout life, we must adhere to various policies and procedures. Using your school's Acceptable Use Policy (AUP) as an example, brainstorm the reasons why some of these policies and procedures were put in place. Ask, "What might be the consequences of a school not having an AUP? What policies and procedures will you encounter in the workplace?"

   **policy**
   (noun) a high-level, overall plan embracing the general goals and acceptable procedures of an organization

   **procedure**
   (noun) a traditional or established way of doing things

2. ***Research sample policies.*** Ask students to review the following policies; these can be found on the Virginia Department of Human Resource Management policy web page at http://www.dhrm.virginia.gov/hrpolicies.

Using Handout #1: Understanding Policies, students will analyze parts of each sample.

- Virginia Department of Human Resource Management: Standards of Conduct (1.60)
- Virginia Department of Human Resource Management: Telework Policy (1.61)
- Virginia Department of Human Resource Management: Use of Electronic Communications & Social Media (1.75)
- Virginia Department of Human Resource Management: Workplace Harassment (2.30)

Explain to students that this exercise will help them understand policies and procedures they'll encounter in the workplace; explain that, ultimately, policies exist to protect both employees and employers from situations and behaviors that could be detrimental to the organization and the people who are involved in that organization.

3. ***Translate policy to practice.*** Using your school's Acceptable Use Policy (AUP), ask students to work in groups to research the policy outlined in the AUP and create a training slide presentation for new students. Student presentations should address the following:

    - What student practices does your school's AUP require?
    - What are the responsibilities of teachers and administrators, according to the AUP?
    - What is the rationale behind a school's AUP?
    - Who does the AUP protect? Explain.

4. ***Share slide presentations.*** Partner with other teachers to allow students to share training presentations with other classes. Student audiences may provide feedback on the presentations using Handout #2: Understanding Policies—Presentation Assessment Rubric.

Formative Assessment**:**

- Assess student understanding as demonstrated in the answers on Handout #1: Understanding Policies.
- Evaluate student understanding of concepts within the lesson as demonstrated by the electronic slide presentation created.

Options for Adaptation/Differentiation:

- To offer scaffolding to students and to complete this activity in a shorter time frame, choose just one of the sample policies and review and discuss it as a whole group.
- To offer an extension opportunity, ask students to use the tips they've discovered through their research to create an awareness campaign related to their school's AUP. Student products may include a bulletin board display, posters, or public service announcements recorded on video and shared with the school.

Suggestions for Follow-up:

- Ask students to apply their learning by creating a classroom policy centered on a daily routine (e.g., turning in homework, behaviors when entering and exiting class, expectations for participation in group discussions).
- Ask students to write a journal reflection using the following prompt:

> *Adil has worked hard in his chosen career field, construction. He is finally ready to make the big jump—Adil is starting his own business as a home renovator. Before doing so, he must plan for budgets, workload, employees, equipment, and more. As part of his planning, Adil is considering what policies and procedures he should put in place to protect his business, his employees, and his customers/clients. What policies and procedures should Adil consider? Explain.*

Teacher Resources:

Workplace Readiness Skills (WRS) Assessment: Virginia Overview (https://www.ctecs.org/virginia/virginia-overview), Career and Technical Education Consortium of States (CTECS).

Workplace Readiness Skills (https://www.cteresource.org/resources/workplace-readiness-skills/), Career and Technical Education (CTE) Resource Center.

# Handout #1:
# Understanding Policies

| Policy | Summarize this policy. | What are the employee and employer responsibilities related to this policy? | How does this policy protect the employee and the employer? |
|---|---|---|---|
| STANDARDS OF CONDUCT | | | |
| TELEWORK | | | |
| USE OF ELECTRONIC COMMUNICATIONS & SOCIAL MEDIA | | | |
| WORKPLACE HARASSMENT | | | |
| ADDITIONAL NOTES: | | | |

# Handout #2: Understanding Policies

## *Presentation Assessment Rubric*

| | Excellent (4) | Good (3) | Fair (2) | Poor (1) |
|---|---|---|---|---|
| Effectiveness of presentation | The main point of the presentation was stated clearly and emphasized. | The presentation was somewhat effective; the main points were stated, though maybe not emphasized. | The presentation was ambiguous or left the audience wondering about the AUP. | The presentation did not state a main point or educate the audience about the AUP. |
| Explanation of concept | Details about the AUP were developed and clear to the audience. | Details about the AUP were somewhat developed and clear to the audience. Additional details would have been helpful. | Details about the AUP were undeveloped and somewhat unclear to the audience. Additional details would have been helpful. | The presentation did not include relevant details about the AUP. |
| Organization of presentation | Student presentation is organized logically and easy for the audience to follow. | Student presentation is somewhat organized; the audience could follow it. | Student presentation is somewhat haphazard; audience found it difficult to follow at times. | Student presentation was not organized; the audience could not follow along. |
| Vocabulary and language choices | Choice of vocabulary is professional and appropriate for the audience. Word choice reinforces a professional image of the student. | Choice of vocabulary is somewhat professional and appropriate for the audience. Word choice somewhat reinforces a professional image of the student. | Choice of vocabulary needs to be improved so that it is professional and appropriate for the audience. Some slang or simplistic words should be replaced. | Choice of vocabulary is not professional or appropriate for the audience. Slang or simplistic words replace those that would better represent the student. |

# Handout #1: *SAMPLE STUDENT RESPONSES*
# Understanding Policies

| Policy | Summarize this policy. | What are the employee and employer responsibilities related to this policy? | How does this policy protect the employee and the employer? |
|---|---|---|---|
| STANDARDS OF CONDUCT | This policy promotes the well-being of employees by defining expectations for high standards of work performance and professional conduct. | Employees covered by this policy are expected to conduct themselves in a manner deserving of public trust. The policy includes a list that illustrates the minimum expectations for acceptable workplace conduct and performance.<br><br>Corrective actions, whether informal or formal, must depend upon the nature, consequences, or potential consequences of the employee's conduct or performance and the surrounding circumstances and mitigating factors, if any. Employer should apply corrective actions consistently, while taking into consideration the specific circumstances of each individual case. | The ultimate goal of this policy and its procedures is to help employees become fully contributing members of the organization and to support the organization's overall effectiveness. |
| TELEWORK | It is the policy of the Commonwealth to promote general work efficiencies by permitting agencies to designate employees to work at alternate work locations for all or part of their workweek. | The total number of hours that employees are expected to work will not change, regardless of work location. Employees agree to apply themselves to their work during work hours.<br><br>The employer has sole discretion to:<br>• Develop telework programs that support their business cultures and missions; | This policy promotes telework as a means of achieving administrative efficiencies (e.g., reducing office and parking space), reducing traffic congestion and transportation costs, supporting Continuity of Operations Plans, and sustaining the hiring and retention of a highly qualified workforce by enhancing work/life balance. |

| Policy | Summarize this policy. | What are the employee and employer responsibilities related to this policy? | How does this policy protect the employee and the employer? |
|---|---|---|---|
| | | • Designate positions that are eligible for fulltime, intermittent, or occasional telework; and<br>• Designate and approve employees for telework. | |
| USE OF ELECTRONIC COMMUNICATIONS & SOCIAL MEDIA | The policy ensures the appropriate, responsible, and safe use of electronic communications and social media by employees. | When using electronic communications tools and social media, users should:<br>• Follow all applicable commonwealth policies.<br>• Be responsible and professional in their activities.<br>• Exercise the appropriate care to protect the agency's electronic communications tools against the introduction of viruses, spyware, malware, or other harmful attacks.<br>• Be respectful of the organization, other employees, customers, vendors, and others when posting and communicating information.<br><br>Employees should not expect privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the commonwealth's equipment and/or access. Agencies have a right to monitor any and all aspects of electronic communications and social media usage at any time, without notice, and without the user's permission.<br><br>Agencies are responsible for ensuring | This policy ensures that all electronic communications taking place in the workplace support the organization's mission and are respectful of the organization as well as individuals. |

| Policy | Summarize this policy. | What are the employee and employer responsibilities related to this policy? | How does this policy protect the employee and the employer? |
|---|---|---|---|
| | | employees have access to, read, understand, and acknowledge this policy and any related policies. | |
| WORKPLACE HARASSMENT | This policy supports a workplace free from harassment and/or retaliation against employees who either complain of harassment or aide in the investigation of such a complaint. | Employees and third parties should report incidents of workplace harassment as soon as possible after the incident occurs. Employees and applicants for employment seeking to remedy workplace harassment may file a complaint with the agency human resource director, the agency head, their supervisor(s), or any individual(s) designated by the agency to receive such reports.<br><br>Employers are required to<br>• stop any workplace harassment of which they are aware, whether or not a complaint has been made<br>• express strong disapproval of all forms of workplace harassment<br>• intervene when they observe any acts that may be considered workplace harassment<br>• take immediate action to prevent retaliation towards the complaining party or any participant in an investigation<br>• take immediate action to eliminate any hostile work environment where there has been a complaint of workplace harassment. | By upholding standards against workplace harassment, the employer is protected because it is in compliance with relevant laws governing workplace harassment; the employer is also protected in that a workplace free from harassment is more likely to be productive and in alignment with the organization's mission.<br><br>The employee is protected because the policy discourages harassment and also protects those who report any such behavior in the workplace. |