

Name: Dr. Kevin Jones		Grading Quarter: Q2_W8_2023	Week Beginning: Dec 4
School Year: 2023-2024		Subject: English 102	
M o n d a y	Notes: Students are required to look up potential Cover Letters and bring them to class	Objective: Students will review different forms of Cover Letters, including applications to school, and current and future employment. Students will be guided through this process by Prof. Jones	Academic Standards: 11-12.RI.1 11-12.RI.2 11-12.RI.3
T u e s d a y	Notes: Students will bring good and bad examples of Cover Letters	Objective: Students will continue to examine, dissect, and rate the viability of the Cover Letters they have collected. Students will be guided through this process by Prof. Jones	Academic Standards: 11-12.RI.1 11-12.RI.2 11-12.RI.3
W e d n e s d a y	Notes: Students will continue to bring good and bad examples of Cover Letters	Objective: Students, based on examples and lectures, will begin creating a personalized, working draft of their own individual Cover Letters - with help from their classmates. Students will be guided through this process by Prof. Jones	Academic Standards: 11-12.RI.4 11-12.RI.5 11-12.RI.6

T h u r s d a y	Notes: Students Will continue to “polish” their Cover Letters for final grading	Objective: Students, based on examples and lectures, will continue creating a professional-grade, personalized, working of their own Final individual Cover Letters - with help from their classmates. Students will be guided through this process by Prof. Jones	Academic Standards: 11-12.RI.4 11-12.RI.5 11-12.RI.6
F r i d a y	Notes: Students will bring their finished résumés to class	Objective: Students, based on examples and lectures, will turn in their finished, professional-grade, personalized, individual résumés. Students will present their résumés to the entire class.	Academic Standards: 11-12.RI.4 11-12.RI.5 11-12.RI.6