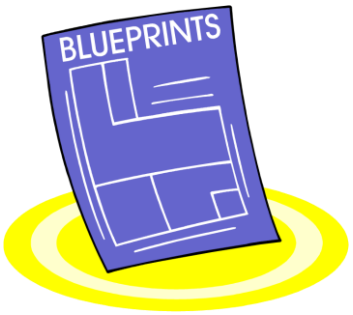
Improve, Don't Move!



Instead of moving, many families plan on improving their current home. In any residential home improvement project, the relationship between the contractor and the client is of utmost importance. The customer must be able to effectively articulate his or her ideas, while the contractor must be able to design a plan that accurately reflects the customer's wants. How do you effectively communicate your wants and needs to a contractor? How does a contractor listen and respond to a customer's needs to develop an executable plan?

Consider a home improvement project from both the perspective of the customer and the contractor. As a homeowner, familiarize yourself with examples of projects and be prepared to verbally explain one home improvement project, including budgetary concerns. As a contractor you will partner with another homeowner, who will become your client and share their project. Prepare a resume and cover letter to demonstrate your strengths and talents to complete your client's project successfully. Then, provide a proposal for the construction of the project, including a written plan with a budget and a blueprint. Be sure to describe the timeframe for construction of the project as well.

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Improve, Don't Move *Rubric*

		Novice	Apprentice	Practitioner	Expert
Home Owner	**Project Plan**	☐ includes all desired elements* ☐ instructions can be followed to create blueprints	☐ includes all desired elements* ☐ instructions can be followed to create blueprints ☐ sets budget constraints	☐ includes all desired elements* ☐ instructions can be followed to create blueprints ☐ includes rough sketches ☐ sets realistic budget constraints	all of *Practitioner* plus includes detailed plans with dimensions and pictures of similar projects
	Verbal Description	☐ expresses wants/needs ☐ able to be translated to a written plan ☐ discusses costs	☐ expresses wants/needs clearly ☐ able to be translated to a written plan ☐ reasons given for choosing particular contractor ☐ discusses costs	☐ expresses wants/needs clearly ☐ able to be translated to a written plan ☐ reasons given for choosing particular contractor ☐ discusses costs in detail ☐ reviews resume to explain contractor choice	all of *Practitioner* plus provides written version of questions, takes notes, and responds to contractor
Contractor	**Interaction with Home Owner**	☐ responds to customer's needs ☐ addresses questions ☐ asks about timeframe	☐ responds to all of customer's needs ☐ addresses all questions ☐ asks about timeframe ☐ sets up meeting and/or date for written proposal	☐ responds to all of customer's needs ☐ addresses all questions ☐ refers to resume when pertinent ☐ asks about timeframe ☐ sets up follow-up meeting and/or date for written proposal	all of *Practitioner* plus refers to portfolio of past jobs with photos and brings up potential obstacles
	Blueprint Design	☐ includes all desired elements* ☐ attempts to use correct terminology ☐ designed to some of plans ☐ measurements are mostly correct ☐ measurements are mostly correct	☐ includes all desired elements* ☐ uses correct terminology ☐ designed to match plan ☐ measurements are correct ☐ includes electrical specs if needed ☐ includes architect's and/or engineer's scales ☐ measurements are correct	☐ includes all desired elements* ☐ uses appropriate terminology ☐ created using AutoCAD ☐ measurements are correct ☐ has legend to explain symbols ☐ includes electrical specs if needed ☐ includes correct architect's and/or engineer's scales ☐ all measurements are correct	all of *Practitioner* plus creates a 3D version of project and has contingency plans ready
	Written proposal	☐ describes blueprint ☐ includes budget ☐ some errors in spelling or grammar	☐ accurately describes blueprint ☐ accurately computes budget ☐ includes projected timeframe ☐ few errors in spelling or grammar	☐ accurately gives detailed description of blueprint ☐ accurately computes detailed budget ☐ includes projected realistic timeframe ☐ no errors in spelling or grammar	all of *Practitioner* plus skillfully selects strong and precise words/ vocabulary

**as determined by the teacher*

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Improve, Don't Move *Cover Letter & Resume Rubric*

	Novice	Apprentice	Practitioner	Expert
Cover Letter	• describes your skills • attempts proper letter format	• describes how your skills match the homeowner's improvement project • uses proper letter format	• describes in detail how your skills match the homeowner's improvement project • includes previous work • uses proper letter format	all of *Practitioner* plus includes a list of references with any letters of recommendation
Resume Format	• uses appropriate resume format • organized in a manner that can be followed	• uses appropriate resume format • organized in a manner that is easy follow • uses appropriate fonts and point size	• format is appropriate for a resume • organized in a manner that is easy to follow and visually appealing • uses variety of appropriate fonts and point size	all of *Practitioner* plus utilizes technology to create a digital version (ex. using Prezi)
Resume Content	• includes all of the following: ○ heading ○ objective, ○ skills, ○ experience ○ education • uses some action phrases to describe skills and duties • attempts to use some professional terminology	• includes all of the following: ○ heading ○ objective, ○ skills, ○ experience ○ education • uses action phrases to describe all skills and duties • uses professional terminology	• includes all of the following in detail: ○ heading ○ objective, ○ skills, ○ experience ○ education • uses precise action phrases to describe all skills and duties • uses professional terminology appropriately	all of *Practitioner* plus additional information given to enhance resume
Mechanics	▪ writes with more than 5 errors in spelling and/or grammar ▪ attempts to write clearly ▪ attempts to use a formal tone	• writes with 3-4 errors in spelling and/or grammar • writes clearly or coherently • uses a formal tone	• writes with 1-2 errors in spelling and/or grammar • writes clearly and coherently • maintains a formal tone throughout	all of *Practitioner* plus uses sophisticated and content-specific vocabulary

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How-To Sheets
Reading Blueprints
AutoCAD (digital software)
Resume & cover letter writing
Architect/engineer scale
Create a Budget

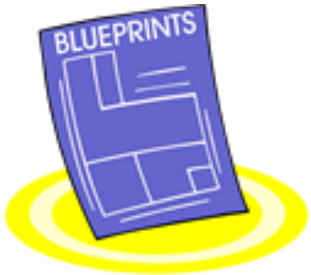
Learning Centers
Resume examples
Blueprint examples
Vocabulary
Home improvement project examples
Budget examples

How-To Videos/Podcasts
Design a blueprint
Resume & cover letter writing
Architect/engineer scale
Budgeting

Homework
Vocabulary
Locate pictures of possible designs
Personal Reflection Log

A Scaffold for Learning **for**
Improve, Don't Move

Interactive Web Sites
AutoCAD (digital software)
Home layouts
Virtual designs



Benchmark Lessons
Contractor-customer relations
Blueprint abbreviations
Architect/engineer scale
Electrical schema
AutoCAD (digital software)
Resumes
Budgeting a project

Technology Uses
AutoCAD
Resume writing
Drafting programs
Project proposal
Budgeting on Excel/Sheets

Small-Group Mini-Lessons
Blueprint design
Electrical schema
AutoCAD
Scale
Standard/metric measure
Resume & cover letter writing

Individual Tasks
Blueprint creation
Resume & cover letter writing
Project proposal writing
Budget creation

Group Tasks
Peer editing
Homeowner & contractor meetings
Analyzing Budgets & Blueprints

Peer Tutoring
Peer editing: resume, cover letter, blueprint design
Blueprint design Peer Expert
Measurements Peer Expert
Excel/Sheets Peer Expert

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Improve, Don't Move *Facilitation Questions*

COMPREHENSION: *Ask questions that ensure students understand content and skills needed to solve the problem.*	What is in a budget? What is in a blueprint? What is the meaning of (professional terminology)?
APPLICATION: *Ask questions that ensure the ability of students to apply learning to new situations.*	Describe this blueprint. How do you measure? Are these scales correct?
CONNECTION: *Ask questions that ensure the ability of students to apply learning to their lives.*	How does your blueprint reflect your client's needs and wants? How can you maintain a more formal tone? What skills do you have that will help you complete this work?
SYNTHESIS: *Ask questions that encourage students to create new information from existing data.*	What will help you better communicate ideas with clients? How can budget costs be kept low? What are safety concerns?
METACOGNITION: *Ask questions which prompt students to think about their own thinking process.*	If you had more time, what would you have added to your design? How did you keep your client's needs and wants in mind when developing your blueprint? How can you incorporate more professional terminology?

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Improve, Don't Move *Task Management Grid*

Students	Develops Homeowner Project Plan	Meets with contractor (as homeowner)	Meets with client (as contractor)	Designs blueprint	Creates budget	Develops proposal	Writes cover letter & resume	Presentation to client

✓= *Completed* *S=Submitted* *R=Return for Revisions*

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Improve, Don't Move *Content Facilitation Grid*

Students	Measures accurately	Correctly scales measurements	Articulate design ideas in words	Turns design ideas into a blueprint	Develops a budget	Write informative/explanatory text	Communicates clearly as contractor and homeowner	Establishes and maintains a formal style/objective tone when writing	Uses precise and professional terminology

M – mastery P – peer tutor level HW – needs homework for reinforcement
W – working on it ML – needs a mini-lesson

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Improve, Don't Move *Transfer Task*

Often, homeowners shop around for multiple options and proposals when doing home improvements and you will need to compete with other contractors. You will be given another homeowner's project plan to provide a second opinion. Create a written proposal with a budget and draft a blueprint for their plan.

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Use the student checklist to guide your efforts.

Student Checklist

As you design your proposal, be sure to:

- ❑ Respond to your clients wants and needs
- ❑ Check all your blueprint measurements for accuracy
- ❑ Include a legend to explain symbols
- ❑ Use correct architect's and/or engineer's scales
- ❑ Check your budget for computation
- ❑ Include a projected timeframe
- ❑ Use professional terminology
- ❑ Edit for punctuation, spelling, and grammar

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Street Number and Name
City, State and Zip Code
Phone Number
Email Address

Your Name

Objective What do you want to do?

Work Experience
Company Name
Street Number and Name
City, State and Zip Code
Job Title
- Duties or Achievements
- Duties or Achievements

Accomplishments List one or more things that you have done or a special skill you may have.

Activities List activities in which you have participated such as scouting, sports teams, church groups, etc.

Interests List hobbies, special interests, travel, etc.

Education
Name of High School
Street Number and Name
City, State and Zip Code
Dates attended: From Date – Present

Name of Middle School
Street Number and Name
City, State and Zip Code
Dates attended: From Date – Present

Name of Elementary School
Street Number and Name
City, State and Zip Code
Dates attended: From Date – Present

References
Name
Street Number and Name
City, State and Zip Code
Phone Number

Name
Street Number and Name
City, State and Zip Code
Phone Number

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Street Number and Name
City, State and Zip Code
Phone Number
Email Address

Your Name

Objective

Work Experience

Accomplishments

Activities

Interests

Education

References

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Improve, Don't Move *Teacher Notes Guide*

Unit Overview

This authentic learning unit allows students in carpentry courses to hone their communication, design, and drafting skills. Each student is asked to propose a home improvement project from the prospective of a homeowner and to be ready to verbally present their ideas to a "contractor" (another student in the class). By looking at both perspectives the students gain valuable experience in contractor-client relations. The practical carpentry skills covered will help students progress in their pursuit of becoming independent contractors.

The resume writing activity can be covered in an English class or included in carpentry class. The template included is designed for high school students with little experience. Vocational training skills can continually be added to the list on their resume, which can become a "work in progress" during their entire time in the program.

Enduring Understandings	Essential Questions
• Engineering and safety must be considered in home building and design. • A complete set of working plans are necessary for success. • Knowledge and understanding in interpreting building plans are essential in the construction industry. • Budgeting allows consumers to live within their income and meet financial goals. • Maintaining a budget allows you to not overspend and keep to a plan.	• What information needs to be considered when redesigning a room? • How are the needs of an individual related to choosing and designing the correct living environment? • What constitutes a well planned out construction project? • Why is making and keeping a budget important?

21st Century Skills Addressed

Core Content and Interdisciplinary Themes

- Subject Area Mastery
- Financial and Business Literacy
- Health Literacy

Learning and Innovation

- Critical Thinking and Problem Solving
- Communication and Collaboration
- Creativity and Imagination

Information and Media Literacy

- Information Literacy
- Information and Communication Technology

Life and Career

- Flexibility and Adaptability
- Initiative and Self-Direction
- Productivity and Accountability
- Leadership and Responsibility
- Social and Cross Cultural Skills

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