

## Lesson 1

### Completing My Summary of Performance

**TIME:** 45-60 minutes

#### OBJECTIVES

Students will:

1. identify purpose of the Summary of Performance
2. complete Summary of Performance
3. identify appropriate uses of the Summary of Performance

#### MATERIALS

1. Worksheet 9-1: A Summary of My Performance and Goals
2. YOU! Scale

#### LESSON OPENING

- Review KWL charts.
  - *In our last two units you learned how to advocate for yourself in high school and in job and education settings after high school. Lets take a minute to look at your KWL charts to review some of the things you learned.*
- Provide time and opportunity for students to discuss and share.

#### PROCEDURE

- *Today we are going to learn about something called the Summary of Performance also known as a SOP.*

**Handout:** Distribute worksheet 9-1: A Summary of My Performance and Goals to each student.

- *Has anyone ever seen or heard of a Summary of Performance?*
- Provide students time and opportunity to answer and discuss.
  - *The SOP is an important document because it describes your goals, disability, accommodations, and evaluation scores from high school. Having a completed SOP can help you participate in your IEP meeting and plan for the transition from high school to adult life. A well-written SOP can also help you when you go to postsecondary school by giving you helpful information when asking for accommodations.*

## Lesson 1 – Completing My Summary of Performance and Goals

- *Let's take a minute and look at worksheet 9-1.*
- Facilitate discussion and answer questions students have about the document.
  - *The information in your ME! Book will be very helpful to you while you complete your SOP.*
- Move around the room to monitor student progress and answer questions as needed while students work individually or in pairs to complete their SOP.

**Note to teacher:** Have students use a computer to complete the SOP for a more professional document.

**Handout:** Distribute the YOU! Scale to each student.

- *Take this sheet home and have your parent/guardian answer each of the questions about you. Bring the completed sheet back to class with you tomorrow. When you bring it back, you will compare it to the first YOU! Scale your parent/guardian completed in unit 1.*

### LESSON CLOSURE

- Ask students to answer the following questions aloud.
  - What are some reasons to have a well-written SOP?
  - How can you use your SOP after high school?
  - Does anyone have any questions about what we covered today?
  - Take out your student KWL chart and add your thoughts and questions to your chart.

**Handout:** Distribute Unit 9 Knowledge Quiz.

**Extension Activity:** Have each student create a resume, cover letter, and application for his/her dream job. Access the following websites for great teaching tools for the creation of these resources: [workkeys.com](http://workkeys.com) or [okcis.intocareers.org](http://okcis.intocareers.org).

### STUDENT EVALUATION

1. Completion of worksheet 9-1: A Summary of My Performance & Goals
2. Additions to KWL chart as needed
3. Unit 9 Knowledge Quiz

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3. **Power Point Presentation**

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