

## Getting The Business Lab Started

### First Day

- \_\_\_ Welcome all students to the business lab and briefly explain the program.
- \_\_\_ Give each student a copy of the business lab Welcome Letter (see Curriculum Guide for sample).
- \_\_\_ Give verbal instructions to the students explaining policies and procedures for daily work flow.
- \_\_\_ Give each student a handout that clearly explains all policies and procedures (i.e., tardies, absences, conduct, grading, etc).
- \_\_\_ Give students a handout explaining and listing all lab courses and modules.
- \_\_\_ Have each student complete the student information sheet (see curriculum Guide for sample copy).

### Second Day

- \_\_\_ Students with previous lab experience can be put on task immediately.  
Example: advanced keyboarding students could be given review materials to “brush up”, advanced accounting students could be given the beginning accounting textbook for a one or two day review, etc.
- \_\_\_ New students should be given an orientation to the business lab program.
- \_\_\_ New students with previous acquired skills should be tested for placement in advanced programs. Some students may require extensive review before entering the advanced level.

### During The First Two Weeks

- \_\_\_ Conduct individual conferences and counsel each student about his/her individual training plan for the lab.
- \_\_\_ Provide each student with appropriate materials, instructional packets, and get them “on task”. Monitor and counsel students on an individualized basis.

## Daily Activities

- \_\_\_ At the end of each day have all lab students enter the activities and/or lessons completed that day on the student log (see example in Curriculum Guide). This log is kept by the student and is used in counseling student during individual conferences.
- \_\_\_ Have students organize and clean up workstations at the end of each lab periods.

## Opening Procedures

### Check for the following:

- \_\_\_ Inventory list of equipment, furniture, and materials (see the principal). Closing report filed with principal.
- \_\_\_ Supplies ordered from previous year and what has been received (you may need to see the school supply clerk).
- \_\_\_ Complete set of teacher's manuals for all subjects on file.
- \_\_\_ Individualized Learning Activity Packets for all courses on files.
- \_\_\_ Teaching assignment and master schedule of classes (see counselor or principal).

### Preparation:

- \_\_\_ Review the following:
  - DoDDS Business Education Objectives
  - DoDDS Learning and Course Description Standards Guide, Grade 7-12
  - DoDDS Business Education Basic Textbooks and Instructional Materials Approved List
- \_\_\_ Arrange furniture in an office-like atmosphere (provide a testing area).
- \_\_\_ Install equipment:
  - Check to insure that maintenance has been completed.
  - Check to be certain voltage/cycles of equipment matches the power in the facility.
- \_\_\_ Prepare welcome letter to students (refer to sample in Curriculum Guide).
- \_\_\_ Prepare handouts for students (refer to Curriculum Guide).
- \_\_\_ Prepare a teacher substitute folder explaining the keyboarding and business lab program.