

PRESENTATIONS/REPORTS**TOU2010-1**

Student Name: _____

Teacher: _____

Module/Project: _____

Date: _____

TASK	OBSERVATION/RATING	STANDARD
Preparation and Planning	4 3 2 1 0 N/A	2
Content	4 3 2 1 0 N/A	2
Presentation	4 3 2 1 0 N/A	2

STANDARD IS 2 IN EACH APPLICABLE TASK**Rating Scale***The student:*

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

N/A Not Applicable

CRITERIA*The student:***Preparation and Planning**

- sets goals for presentation
- uses personal initiative to formulate questions and find answers
- accesses a range of relevant in-school/community resources
- interprets, organizes and combines information into a logical sequence
- records information accurately with appropriate supporting detail and using correct technical terms
- plans and uses time effectively
- gathers and responds to feedback regarding approach to task and project status

Content

- identifies and describes different types of tourism events across the sectors of the industry
- describes the purpose of an event from the perspective of an organizer; a participant
- describes local tourism events and their purpose
- identifies a school/community need that could be met by a tourism event and how this would occur

Presentation

- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards through proofreading and editing
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail
- states a conclusion by synthesizing the information gathered
- provides a reference list of relevant information sources as required

COMMENTS

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

TASK	OBSERVATION/RATING	STANDARD
Preparation and Planning	4 3 2 1 0 N/A	2
Content	4 3 2 1 0 N/A	2
Presentation	4 3 2 1 0 N/A	2

STANDARD IS 2 IN EACH APPLICABLE TASK

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
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- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

N/A Not Applicable

CRITERIA

The student:

Preparation and Planning

- sets goals and describe steps to achieve them
- accesses a range of relevant in-school/community resources
- interprets, organizes and combines information into a logical sequence
- records information accurately with appropriate supporting detail and using correct technical terms
- plans and uses time effectively

Content

- develops a project/implementation plan for a tourism event including:
 - goals/objectives
 - theme/program
 - facility/safety/security
 - budget/funding
 - advertising/marketing
 - personnel/organization
 - timeline/target dates
 - evaluation
- follows plan to facilitate an event:
 - obtains feedback on success

Content (continued)

- prepares an evaluation report on event:
 - evaluates success/failure
 - makes recommendations for future event planning

Presentation

- effectively presents material through neat physical layout, organization and packaging
- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards through proofreading/editing
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail

COMMENTS

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

TASK	OBSERVATION/RATING	STANDARD
Preparation and Planning	4 3 2 1 0 N/A	2
Content	4 3 2 1 0 N/A	2
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- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

N/A Not Applicable

CRITERIA

The student:

Preparation and Planning

- sets goals for presentation
- accesses a range of relevant in-school/community resources
- interprets, organizes and combines information into a logical sequence
- records information accurately with appropriate supporting detail and using correct technical terms
- plans and uses time effectively

Content

- prepares a function plan for a food function:
 - the occasion, number of people
 - seating arrangements, protocol
 - individual requirements
 - theme, menu
 - service and table setting
 - time plan, budget
 - evaluation

Presentation

- material is effectively presented through neat physical layout, organization and packaging
- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards through proofreading/editing
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail

COMMENTS

PRESENTATIONS/REPORTS**TOU2050-1**

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

TASK	OBSERVATION/RATING	STANDARD
Preparation and Planning	4 3 2 1 0 N/A	2
Content	4 3 2 1 0 N/A	2
Presentation	4 3 2 1 0 N/A	2

STANDARD IS 2 IN EACH APPLICABLE TASK**Rating Scale***The student:*

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- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

N/A Not Applicable

CRITERIA*The student:***Preparation and Planning**

- sets goals for presentation
- uses personal initiative to formulate questions and find answers
- accesses a range of relevant in-school/community resources
- interprets, organizes and combines information into a logical sequence
- records information accurately with appropriate supporting detail and using correct technical terms
- plans and uses time effectively
- gathers and responds to feedback regarding approach to task and project status

Content

- explains the importance of the meeting/convention business
- lists school/community organizations and groups that hold meetings
- identifies different types of meetings held
- lists local meeting/convention facilities
- explains how site selection is influenced by organizational goals, participants and expectations
- presents a promotional presentation or marketing package

Presentation

- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards through proofreading and editing
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail
- states a conclusion by synthesizing the information gathered
- provides a reference list of relevant information sources as required

COMMENTS

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

TASK	Observations Of Student						STANDARD
Preparation and Planning	4	3	2	1	0	N/A	2
Information Gathering and Processing	4	3	2	1	0	N/A	2
Content	4	3	2	1	0	N/A	2
Collaboration and Teamwork	4	3	2	1	0	N/A	2
Information Sharing	4	3	2	1	0	N/A	2

STANDARD IS 2 IN EACH APPLICABLE TASK

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

N/A Not Applicable

CRITERIA

The student:

Preparation and Planning

- identifies the question(s) or reframes the task as a question
- sets goals and establishes steps to achieve them
- creates and adheres to useful timelines
- uses personal initiative to formulate questions and find answers
- plans and uses time effectively

Information Gathering and Processing

- accesses a range of relevant in-school/community resources
- uses a range of information-gathering techniques
- interprets, organizes and combines information into a logical sequence
- records information accurately with appropriate supporting detail and using correct technical terms
- determines accuracy/currency/reliability of information sources
- gathers and responds to feedback regarding approach to the task

Content

- researches a variety of occupations in this sector

Content (continued)

- develops a job profile or three occupations in this sector and include:
 - duties and tasks of employee
 - education and training required for job entry
 - opportunities for advancement/ entrepreneurship
 - wages and benefits
- describes personal characteristics and skills needed to be successful in selected this tourism sector
- relates personal interests, values, goals, aptitudes and abilities to career opportunities in this tourism sector

Collaboration and Teamwork

- cooperates with group members
- shares work appropriately among group members
- negotiates solutions to problems

Information Sharing

- demonstrates effective use of one or more communication media
- communicates ideas in a logical sequence with sufficient supporting detail
- maintains acceptable grammatical and technical standards
- cites relevant information sources
- reflects on what has been learned.

COMMENTS

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

TASK	OBSERVATION/RATING	STANDARD
Preparation and Planning	4 3 2 1 0 N/A	2
Content	4 3 2 1 0 N/A	2
Presentation	4 3 2 1 0 N/A	2

STANDARD IS 2 IN EACH APPLICABLE TASK

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

N/A Not Applicable

CRITERIA

The student:

Preparation and Planning

- sets goals for presentation
- access a range of relevant in-school/community resources
- interprets, organizes and combines information into a logical sequence
- records information accurately with appropriate supporting detail and using correct technical terms
- plans and uses time effectively

Content

- a project plan for a meeting or conference:
 - purpose of meeting (subject/theme/group)
 - scope of event
 - organizing group/leader
 - budget/funding/sponsorship
 - facility
 - personal needs (transportation, accommodation, food service)
 - program/agenda/support; e.g., coffee, meals
 - promotion/marketing/public relations
 - on-site activity; e.g., registration, media support

Content (continued)

- facilitates meeting:
 - obtain feedback on success
- prepares evaluation report:
 - evaluates success/failure
 - makes recommendations for future meeting/conference planning

Presentation

- material is effectively presented through neat physical layout, organization and packaging
- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards through proofreading/editing
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail

COMMENTS

PRESENTATIONS/REPORTS**TOU2060-1**

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

TASK	OBSERVATION/RATING						STANDARD
Preparation and Planning	4	3	2	1	0	N/A	2
Content	4	3	2	1	0	N/A	2
Presentation	4	3	2	1	0	N/A	2

STANDARD IS 2 IN EACH APPLICABLE TASK**Rating Scale***The student:*

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

N/A Not Applicable

CRITERIA*The student:***Preparation and Planning**

- sets goals for project
- uses personal initiative to formulate questions and find answers
- accesses a range of relevant in-school/community resources
- interprets, organizes and combines information into a logical sequence
- records information accurately with appropriate supporting detail and using correct technical terms
- plans and uses time effectively
- gathers and responds to feedback regarding approach to task and project status

Content

- identifies and uses basic terms for map reading, geographical features and regions and climatic regions effectively
- performs basic map reading skills
- identifies world geographical and climatic regions
- identifies prominent geographical features of North America and at least one other world region
- identifies travel motivators and travel patterns and how they are influenced

Presentation

- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards through proofreading and editing
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail
- states a conclusion by synthesizing the information gathered
- provides a reference list of relevant information sources as required

COMMENTS

PROBLEM SOLVING**TOU2060–2**

Student Name: _____

Teacher: _____

Module/Project: _____

Date: _____

TASK	OBSERVATION/RATING	STANDARD
Identify Problem	4 3 2 1 0 N/A	2
Content Research	4 3 2 1 0 N/A	2
Consider, Select and Plan	4 3 2 1 0 N/A	2
Implement	4 3 2 1 0 N/A	2
Present	4 3 2 1 0 N/A	2
Evaluate/Reflect	4 3 2 1 0 N/A	2
Content	4 3 2 1 0 N/A	2

STANDARD IS 2 IN EACH APPLICABLE TASK**Rating Scale***The student:*

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

N/A Not Applicable

TASK CHECKLIST*The student:***Identify Problem**

- accurately identifies problem from project brief or scenario
- asks questions – divergent thinking

Conduct Research

- conducts research and uses information effectively
- identifies related procedures
- uses information provided or basic in-school/information sources
- distinguishes between fact and fiction/opinion/theory

Consider, Select and Plan

- considers and evaluates alternatives
- selects best alternative
- plans a procedure to resolve selected alternative
- includes specified procedures where required

Implement

- follows plan to resolve problem
- follows specified procedures as required
- manages personal learning including appropriate use of time and resources
- works safely and cooperatively

Present

- presents problem resolution to individuals and small groups as required
- identifies unresolved issues
- uses one or more communication media effectively
- communicates in a logical sequence

Evaluate/Reflect

- evaluates and reflects on success of resolving problems from a personal perspective

Content

- identifies travel needs and desires of client for a North American destination
- prepares a travel information package for a North American destination:
 - destination attractions
 - climate
 - geography
 - culture
 - other important information
- prepares a travel promotion package for a world destination:
 - destination attractions
 - climate
 - geography
 - culture
 - other important information

COMMENTS

PRESENTATIONS/REPORTS**TOU2070-1**

Student Name: _____

Teacher: _____

Module/Project: _____

Date: _____

TASK	OBSERVATION/RATING	STANDARD
Preparation and Planning	4 3 2 1 0 N/A	2
Content	4 3 2 1 0 N/A	2
Presentation	4 3 2 1 0 N/A	2

STANDARD IS 2 IN EACH APPLICABLE TASK**Rating Scale***The student:*

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

N/A Not Applicable

CRITERIA*The student:***Preparation and Planning**

- sets goals for presentation
- uses personal initiative to formulate questions and find answers
- accesses a range of relevant in-school/community resources
- interprets, organizes and combines information into a logical sequence
- records information accurately with appropriate supporting detail and using correct technical terms
- plans and uses time effectively
- gathers and responds to feedback regarding approach to task and project status

Content

- identifies and selects four world tourism regions (e.g., South America, East Asia)
- for each region selected, identifies, describes and/or locates on a map:
 - geographical features
 - cultural characteristics
 - economy
 - major tourism attractions
 - other significant features affecting tourists

Presentation

- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards through proofreading and editing
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail
- states a conclusion by synthesizing the information gathered
- provides a reference list of relevant information sources as required

COMMENTS

PROBLEM SOLVING**TOU2070–2**

Student Name: _____

Teacher: _____

Module/Project: _____

Date: _____

TASK	OBSERVATION/RATING	STANDARD
Identify Problem	4 3 2 1 0 N/A	2
Content Research	4 3 2 1 0 N/A	2
Consider, Select and Plan	4 3 2 1 0 N/A	2
Implement	4 3 2 1 0 N/A	2
Present	4 3 2 1 0 N/A	2
Evaluate/Reflect	4 3 2 1 0 N/A	2
Content	4 3 2 1 0 N/A	2

STANDARD IS 2 IN EACH APPLICABLE TASK**Rating Scale***The student:*

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
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- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

N/A Not Applicable

TASK CHECKLIST*The student:***Identify Problem**

- accurately identifies problem from project brief or scenario
- asks questions – divergent thinking

Conduct Research

- conducts research and uses information effectively
- identifies related procedures
- uses information provided or basic in-school/information sources
- distinguishes between fact and fiction/opinion/theory

Consider, Select and Plan

- considers and evaluates alternatives
- selects best alternative
- plans a procedure to resolve selected alternative
- includes specified procedures where required

Implement

- follows plan to resolve problem
- follows specified procedures as required
- manages personal learning including appropriate use of time and resources
- works safely and cooperatively

Present

- presents problem resolution to individuals and small groups as required
- identifies unresolved issues
- uses one or more communication media effectively
- communicate in a logical sequence

Evaluate/Reflect

- evaluates and reflects on success of resolving problems from a personal perspective

Content

- identifies travel needs and desires of three different clients for a destination outside North America:
 - client 1
 - client 2
 - client 3
- prepares/presents a travel information package for each client:
 - destination attractions
 - climate
 - geography
 - culture
 - other important information

COMMENTS

PRESENTATIONS/REPORTS**TOU2080-1**

Student Name: _____

Teacher: _____

Module/Project: _____

Date: _____

TASK	OBSERVATION/RATING	STANDARD
Preparation and Planning	4 3 2 1 0 N/A	2
Content	4 3 2 1 0 N/A	2
Presentation	4 3 2 1 0 N/A	2

STANDARD IS 2 IN EACH APPLICABLE TASK**Rating Scale***The student:*

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

N/A Not Applicable

CRITERIA*The student:***Preparation and Planning**

- sets goals for presentation
- uses personal initiative to formulate questions and find answers
- accesses a range of relevant in-school/community resources
- interprets, organizes and combines information into a logical sequence
- records information accurately with appropriate supporting detail and using correct technical terms
- plans and uses time effectively
- gathers and responds to feedback regarding approach to task and project status

Content

- demonstrates knowledge of basic travel planning
- identifies the characteristics of different types of travel plans (e.g., day trips, site tours, inclusive tour charters)
- lists travel planning factors associated with different types of travel plans
- identifies elements of an itinerary and prepare a sample itinerary for a day trip or site tour

Presentation

- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards through proofreading and editing
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail
- states a conclusion by synthesizing the information gathered
- provides a reference list of relevant information sources as required

COMMENTS

Student Name: _____

Teacher: _____

Module/Project: _____

Date: _____

TASK	OBSERVATION/RATING	STANDARD
Identify Problem	4 3 2 1 0 N/A	2
Content Research	4 3 2 1 0 N/A	2
Consider, Select and Plan	4 3 2 1 0 N/A	2
Implement	4 3 2 1 0 N/A	2
Present	4 3 2 1 0 N/A	2
Evaluate/Reflect	4 3 2 1 0 N/A	2
Content	4 3 2 1 0 N/A	2

STANDARD IS 2 IN EACH APPLICABLE TASK

Rating Scale (*italics* are optional)

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence. Quality, particularly details and finishes, and productivity are consistent and exceed standards. Leads others to contribute team goals. *Analyzes and provides effective client/customer services beyond expectations.*
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively. Quality and productivity are consistent. Works cooperatively and contributes ideas and suggestions that enhance team effort. *Analyzes and provides effective client/customer services*
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately. Quality and productivity are reasonably consistent. Works cooperatively to achieve team goals. *Identifies and provides customer/client services.*
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately. Quality and productivity are reasonably consistent. Works cooperatively. *Provides a limited range of customer/client services.*
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

N/A Not Applicable

Assessment Tools

TASK CHECKLIST

The student:

Identify Problem

- accurately identifies problem from project brief or scenario
- asks questions – divergent thinking

Conduct Research

- conducts research and uses information effectively
- identifies related procedures
- uses information provided or basic in-school/information sources
- distinguishes between fact and fiction/opinion/theory

Consider, Select and Plan

- considers and evaluates alternatives
- selects best alternative
- plans a procedure to resolve selected alternative
- includes specified procedures where required

Implement

- follows plan to resolve problem
- follows specified procedures as required
- manages personal learning including appropriate use of time and resources
- works safely and cooperatively

Present

- presents problem resolution to individuals and small groups as required

Present (continued)

- identifies unresolved issues
- uses one or more communication media effectively
- communicates in a logical sequence

Evaluate/Reflect

- evaluates and reflects on success of resolving problems from a personal perspective

Content

- prepares/presents an Alberta travel or tour package based on:
 - age, needs and desires of client
 - budget
 - season
 - time/distance
 - accommodation
 - attractions
 - geography
 - other important information
- prepares/presents an international travel or tour package based on:
 - age, needs and desires of client
 - budget
 - season
 - time/distance
 - accommodation
 - attractions
 - geography
 - other important information

COMMENTS

RESEARCH PROCESS: CAREER RESEARCH PROJECT

TOU2080-3

Student Name: _____

Teacher: _____

Module/Project(s): _____

Date: _____

TASK	Observations Of Student						STANDARD
Preparation and Planning	4	3	2	1	0	N/A	2
Information Gathering and Processing	4	3	2	1	0	N/A	2
Content	4	3	2	1	0	N/A	2
Collaboration and Teamwork	4	3	2	1	0	N/A	2
Information Sharing	4	3	2	1	0	N/A	2

STANDARD IS 2 IN EACH APPLICABLE TASK

Rating Scale

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

N/A Not Applicable

CRITERIA

The student:

Preparation and Planning

- identifies the question(s) or reframes the task as a question
- sets goals and establishes steps to achieve them
- creates and adheres to useful timelines
- uses personal initiative to formulate questions and find answers
- plans and uses time effectively

Information Gathering and Processing

- accesses a range of relevant in-school/community resources
- uses a range of information-gathering techniques
- interprets, organizes and combines information into a logical sequence
- records information accurately with appropriate supporting detail and using correct technical terms
- determines accuracy/currency/reliability of information sources
- gathers and responds to feedback regarding approach to the task

Content

- identifies through research, employment opportunities in the area of travel planning at different levels

Content (continued)

- identifies through research, sources of further education in travel planning
- identifies personal characteristics and professional skills needed for success in travel planning
- relates personal values, goals, interests and abilities to employment in travel planning

Collaboration and Teamwork

- cooperates with group members
- shares work appropriately among group members
- negotiates solutions to problems

Information Sharing

- demonstrates effective use of one or more communication media
- communicates ideas in a logical sequence with sufficient supporting detail
- maintains acceptable grammatical and technical standards
- cites relevant information sources
- reflects on what has been learned

COMMENTS

PRESENTATIONS/REPORTS**TOU2090-1**

Student Name: _____

Teacher: _____

Module/Project: _____

Date: _____

TASK	OBSERVATION/RATING	STANDARD
Preparation and Planning	4 3 2 1 0 N/A	2
Content	4 3 2 1 0 N/A	2
Presentation	4 3 2 1 0 N/A	2

STANDARD IS 2 IN EACH APPLICABLE TASK**Rating Scale**

- 4 meets project/task objectives in a self-directed manner by selecting and implementing the most appropriate course of action. Problems were solved in effective and creative ways. Quality and productivity exceed standards.
- 3 meets project/task objectives in a self-directed manner, selecting and using resources/processes efficiently and effectively. No errors or deficiencies are noted. Quality and productivity consistently meet the standard.
- 2 meets project/task objectives with limited assistance in planning, solving problems and selects and uses resources/processes. Only minor errors/deficiencies are noted. Quality and productivity meet standards, but are occasionally inconsistent.
- 1 completes task as directed, demonstrating basic skills/completeness by following a guided course of action. Quality and productivity meet standard but are inconsistent.
- 0 has not completed task, major deficiencies and/or errors are evident.

N/A Not Applicable

CRITERIA*The student:***Preparation and Planning**

- sets goals for presentation
- uses personal initiative to formulate questions and find answers
- accesses a range of relevant in-school/community resources
- interprets, organizes and combines information into a logical sequence
- records information accurately with appropriate supporting detail and using correct technical terms
- plans and uses time effectively
- gathers and responds to feedback regarding approach to task and project status

Content

- defines *interpretation* in a tourism context and states three goals
- describes benefits to visitors/visitor characteristics
- identifies and lists interpretative sites in local tourism region/zone
- identifies and describes conducted tour activities
- identifies and describes nonconducted tour activities

Content (continued)

- outlines the duties of an information attendant
- lists various interpretative media, their use in interpretation and their strengths and weaknesses that factor into their selection

Presentation

- demonstrates effective use of at least two communication media
- maintains acceptable grammatical and technical standards through proofreading and editing
- provides an introduction that describes the purpose and scope of the project
- communicates ideas into a logical sequence with sufficient supporting detail
- states a conclusion by synthesizing the information gathered
- provides a reference list of relevant information sources as required

COMMENTS

PROBLEM SOLVING

TOU2090–2

Student Name: _____

Teacher: _____

Module/Project: _____

Date: _____

TASK	OBSERVATION/RATING	STANDARD
Identify Problem	4 3 2 1 0 N/A	2
Content Research	4 3 2 1 0 N/A	2
Consider, Select and Plan	4 3 2 1 0 N/A	2
Implement	4 3 2 1 0 N/A	2
Present	4 3 2 1 0 N/A	2
Evaluate/Reflect	4 3 2 1 0 N/A	2
Content	4 3 2 1 0 N/A	2

STANDARD IS 2 IN EACH APPLICABLE TASK

Rating Scale (*italics are optional*)

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence. Quality, particularly details and finishes, and productivity are consistent and exceed standards. Leads others to contribute team goals. *Analyzes and provides effective client/customer services beyond expectations.*
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively. Quality and productivity are consistent. Works cooperatively and contributes ideas and suggestions that enhance team effort. *Analyzes and provides effective client/customer services.*
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately. Quality and productivity are reasonably consistent. Works cooperatively to achieve team goals. *Identifies and provides customer/client services.*
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately. Quality and productivity are reasonably consistent. Works cooperatively. *Provides a limited range of customer/client services.*
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

N/A Not Applicable

G.56/ Tourism Studies, CTS
(1997)

TASK CHECKLIST

The student:

Identify Problem

- accurately identifies problem from project brief or scenario
- asks questions – divergent thinking

Conduct Research

- conducts research and uses information effectively
- identifies related procedures
- uses information provided or basic in-school/information sources
- distinguishes between fact and fiction/opinion/theory

Consider, Select and Plan

- considers and evaluates alternatives
- selects best alternative
- plans a procedure to resolve selected alternative
- includes specified procedures where required

Implement

- follows plan to resolve problem
- follows specified procedures as required
- manages personal learning including appropriate use of time and resources
- works safely and cooperatively

Present

- presents problem resolution to individuals and small groups as required
- identifies unresolved issues
- uses one or more communication media effectively
- communicate in a logical sequence

Evaluate/Reflect

- evaluates and reflects on success of resolving problems from a personal perspective

Content

- develops an interpretation program for a conducted tourism activity including:
 - identify focus of conducted tour
 - identify location
 - identify tour participant group including special needs
 - select interpretative media
 - select activities
 - prepare and present
- develops evaluation strategies for a conducted tour including evaluation of the information attendant
- prepares a summary report/recommendations

COMMENTS

Student Name: _____

Teacher: _____

Module/Project: _____

Date: _____

TASK	OBSERVATION/RATING	STANDARD
Identify Problem	4 3 2 1 0 N/A	2
Content Research	4 3 2 1 0 N/A	2
Consider, Select and Plan	4 3 2 1 0 N/A	2
Implement	4 3 2 1 0 N/A	2
Present	4 3 2 1 0 N/A	2
Evaluate/Reflect	4 3 2 1 0 N/A	2
Content	4 3 2 1 0 N/A	2

STANDARD IS 2 IN EACH APPLICABLE TASK

Rating Scale (*italics* are optional)

The student:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence. Quality, particularly details and finishes, and productivity are consistent and exceed standards. Leads others to contribute team goals. *Analyzes and provides effective client/customer services beyond expectations.*
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively. Quality and productivity are consistent. Works cooperatively and contributes ideas and suggestions that enhance team effort. *Analyzes and provides effective client/customer services.*
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately. Quality and productivity are reasonably consistent. Works cooperatively to achieve team goals. *Identifies and provides customer/client services.*
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately. Quality and productivity are reasonably consistent. Works cooperatively. *Provides a limited range of customer/client services.*
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

N/A Not Applicable

Assessment Tools

TASK CHECKLIST

The student:

Identify Problem

- accurately identifies problem from project brief or scenario
- asks questions – divergent thinking

Conduct Research

- conducts research and uses information effectively
- identifies related procedures
- uses information provided or basic in-school/information sources
- distinguishes between fact and fiction/opinion/theory

Consider, Select and Plan

- considers and evaluates alternatives
- selects best alternative
- plans a procedure to resolve selected alternative
- includes specified procedures where required

Implement

- follows plan to resolve problem
- follows specified procedures as required
- manages personal learning including appropriate use of time and resources
- works safely and cooperatively

Present

- presents problem resolution to individuals and small groups as required
- identifies unresolved issues

Present (continued)

- uses one or more communication media effectively
- communicates in a logical sequence

Evaluate/Reflect

- evaluates and reflects on success of resolving problems from a personal perspective

Content

- provides background information on conducted and nonconducted activities:
 - examples of each type of activity
 - effective leadership skills
 - functions of signs, media, publications, etc.
- develops an interpretation program for a conducted tourism activity including:
 - program plan
 - goals and objectives
 - selection of activities
 - presentation strategies
 - promotional strategies
 - evaluation strategies
 - summary report/recommendations
- develops an interpretation program for a nonconducted tourism activity including:
 - program plan
 - goals and objectives
 - selection of activities
 - presentation strategies
 - promotional strategies
 - evaluation strategies
 - summary report/recommendations

COMMENTS