

Best Practices of Technology Integration

Title: *The Ultimate Vacation*

Subject(s): Technology (Business/Computer), Math, Language Arts

Grade Level: 9-12

Description:

This project enables students to use their research skills to solve a problem. It also demonstrates the use of integrated software to create a variety of documents.

Students will use a variety of resources including the Internet to research information needed to plan a vacation. Word Processing and Spreadsheet software will be used to create the following documents from their research: Letter, Flyer, Itinerary, Activity List, Cost Spreadsheet, Reference Page, Table of Contents, and Title Page.

Curriculum Benchmarks:

Technology Benchmarks

- 2.HS.1 - Use technologies to demonstrate skills and a systematic solution to a problem(s) (voice, data, video, graphics, etc).
- 2.HS.3 - Retrieve, communicate, organize, evaluate, and manipulate information using a technological system (voice, data, video, graphics, etc).
- 2.HS.4 - Evaluate information received through technologies.
- 3.HS.1 - Apply technological procedures to overcome obstacles when implementing a solution to a problem.
- 3.HS.2 - Represent ideas using a combination of technologies aimed at reaching a diverse audience (voice, data, video, graphics, etc).
- 3.HS.3 - Evaluate decisions using technology.
- 3.HS.4 - Use technologies to organize thoughts in a logical process (voice, data, video, graphics, etc).

[MI.ELA.11.HS.2](#)

Determine, evaluate, and use resources that are most appropriate and readily available for investigating a particular question or topic. Examples include knowledgeable people, field trips, prefaces, appendices, icons/headings, hypertext, menus and addresses, Internet and electronic mail, CD-ROM/laser disks, microfiche, and library and interlibrary catalogue databases.

[MI.MAT.III.1.HS.2](#)

Organize data using tables, charts, graphs, spreadsheets and databases.

Useful Web Sites:

Fodors	http://www.fodors.com
Expedia	http://www.expedia.com/
American Express Travel	http://www.americanexpress.com/travel/
Hotel and Travel on the Net	http://www.hotelstravel.com/homepage.html
Travelocity	http://www.travelocity.com/
The Trip.com	http://www.thetrip.com/

Attached Examples: The following documents are included with this lesson.

- Block Letter
- Itinerary
- Title Page
- Table of Contents
- Basic Flyer Example
- Cost Sheet
- Activity List

Materials/Hardware/Software:

- Internet
- Library
- Travel Agent
- Scanner
- Graphic CDs
- Software
- Integrated Office (WP, SS)
- Presentation software (PowerPoint®, Claris SlideShow, HyperStudio®, Corel™ Presentation), optional

Activities/Procedures:**Introduction:**

Vacation time has arrived! You are going on a vacation to:_____ for _____weeks. You have a maximum of **\$3,000** to spend. Select a vacation location (**large theme parks such as Disney World, Six Flags, Cedar Point, etc. are excluded**). You can choose anywhere in the world except for the above. You cannot spend more than the \$3000. This includes spending money.

Directions:

1. **Research** the following: (use a minimum of two different sources such as: Internet, travel agents, CD-ROMs, encyclopedias, etc.).
Expenses for:
 - transportation
 - lodging
 - food (breakfast, lunch and dinner for each day at a variety of different restaurants)

- entertainment (minimum of one activity per day)
- misc. (snacks, souvenirs, phone, etc.)

2. **Create** the following documents:

- **Vacation and Activity Letter**– Key a letter to your teacher that briefly introduces the vacation and the activities that you have researched. This letter should indicate where you are vacationing, a highlight of activities and the total cost. Use a block-letter format. (see template)
- **Information Flyer** –You would like to gather a group of your friends to accompany you on this vacation. Create an informational flyer that gives a brief overview of the vacation spot that you chose. This document will be handed out to your friends to promote the vacation. The flyer should include: name of vacation spot, activities or selling points, one graphic, cost and name, address, and telephone of a travel agent.
- **Itinerary** – An itinerary will help the traveler plan the major activities of the vacation and on which day they will occur. The itinerary should be in chronological order from departure to return. It should include times, hotels, activities, locations, mode of transportation, etc. Format the itinerary appropriately. A table may be used and appropriate margins (1”); font style and size should be addressed. Use auto-formatting, draw, or graphics to enhance the document. Using the books on the bookshelf, i.e. Resource manual, Office Skills for the 1990’s etc. research the appropriate format for an itinerary. Attached is an example of the first day of an itinerary.
- **Activity List** – List each major activity and provide a brief description, the location and the price of each activity. Include a minimum of one graphic on this document. Format the document as follows: 1” margins, appropriate font style and size. Paragraph formatting, table insertion, or a spreadsheet may be used to complete this document.
- **Cost Sheet** – (Excel) The cost sheet is a budget of all trip expenses including: transportation costs, lodging costs, meal cost per day, entertainment and activity costs and miscellaneous costs. Format these costs in appropriate sections. Include formulas to figure section cost and total cost. Print two copies, one with formulas, one without formulas. Center and format the cost sheet appropriately.
- **Reference/Bibliography Page** – Using the correct format create an appropriate reference page that lists all sources.
- **Table of Contents** – Use an appropriate format with leaders to create a table of contents.
- **Title Page** – Use an appropriate format to create the title page. Include the name of the project, your name, and the date.

3. Staple in the following order:

- Title Page
- Table of Contents
- Letter
- Flyer

- Itinerary
- Activity List
- Cost Sheet
- Reference Page

Assessment/Evaluation:

See attached Rubric

Follow-up Activities:

Create a PowerPoint™ presentation and present to the class.

Submitted By:

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Ultimate Vacation Project

	4 Excellent	3 Quality	2 Acceptable	1 Unacceptabl	0 No Attempt
1. Complete on time					
2. Name and other details attached					
OVERALL PRESENTATION					
1. Pages in order					
2. Correct spelling, grammar and punctuation					
3. Appropriate number/type of sources					
4. Appropriate number of media used					
TITLE PAGE					
1. Appropriate format used					
TABLE OF CONTENTS					
1. Appropriate format used (leaders etc.)					
LETTER					
1. Appropriate format used (margins, spacing, paragraph indentation, etc.)					
2. Description of location choice					
INFORMATIONAL FLYER					
1. Attractive format					
2. Information provided (Site, Cost, Attraction)					
ITINERARY					
1. Appropriate format used					
2. Information provided is complete					
ACTIVITY LIST					
1. Appropriate format used (Examples: table, spreadsheet, bulleted list, etc.)					
2. Description of each activity included					
3. Location of each activity included					
4. Price of each activity included					
5. Graphics included (min. one graphic)					
COST SHEET					
1. Appropriate format					
2. Transportation and Housing costs					
3. Meal costs per day included					
4. Entertainment costs included (this should					

include activity costs)					
5. Miscellaneous costs included					
6. Total within budget					
7. Copy with correct formulas displayed					
<i>REFERENCE/BIBLIOGRAPHY PAGE</i>					
1. Appropriate format					
2. Appropriate sources					
<i>TOTALS</i>					
<i>FINAL GRADE</i>					