

Lesson Plan – Check Endorsements

Course Title: Administrative Procedures

Session Title: Check Endorsements

Performance Objective:

- Students will be able to demonstrate their ability to apply the correct endorsement when depositing checks.

Specific Objectives:

- Students will define an apply vocabulary related to deposits
- Students will endorse checks in the proper format

Preparation

TEKS Correlations:

This lesson, as published, correlates to the following TEKS. Any changes/alterations to the activities may result in the elimination of any or all of the TEKS listed.

Administrative Procedures:

- **120.63(c)(7)(A)**
... follow oral and written instructions;
- **120.63(c)(9)(B)**
... input data using the touch system;
- **120.62(c)(11)(D)**
... prepare bank deposits;

Interdisciplinary Correlations:

English:

110.42(3)(A) – Writing/Grammar

...produce legible work showing accurate spelling and correct use of punctuation and capitalization.

110.42 (3)(D) –Writing/Grammar

...produce error-free writing in the final draft.

110.42(6)(A) – Vocabulary Development

...expand vocabulary through wide reading, listening and discussing.

110.42(6)(C) –Vocabulary Development

...apply meaning of prefixes, roots and suffices in order to comprehend.

110.42 (13)(B)

...locate appropriate print and non-print information using texts and technical resources
... including databases and the Internet.

110.42(13)(D)

...draw conclusions from information gathered.

Reading

110.42(b)(7)(J)

... read silently with comprehension for a sustained period of time.

Accommodations for Learning Differences:

For ED, ESL, LD, Special Ed, at Risk, 504, etc. allow the following:

1. Allow students less than best responses to vocabulary and assignment sheets.
2. Allow students additional time to complete endorsements.
3. Preferential seating.
4. Provide hard copies endorsement examples and content for report.

References:

1. Style and Reference Manual from your Career and Technology Student Organization
2. Internet
3. The Office Oliverio, Pasewark, White

Teacher Preparation:

Content information about 3 types of endorsements
 Copies of Checks from Lesson 2 (Bank Deposits) – 2 per student
 Knowledge of search engines and use of advance search.
 Print copy of scoring sheet on slide 10 for each student.
 Return copies of paychecks on January 3 and 28th from lesson 2 (Bank Deposits) to the students.

Instructional Aids:

1. Power Point Presentation – ENDORSING CHECKS
2. Endorsing Checks Assignment - Slide 8 on PowerPoint presentation
3. Endorsing Checks Score Sheet

Materials Needed:

1. Word Processing Software
2. Report format
3. Internet

Equipment Needed:

1. Projector for Power Point
2. Aver Key or Overhead Projector

Learner Preparation:

Mastery of search engines on internet
 Mastery of word processing

Lesson Plan**Introduction (LSI Quadrant I):**

Refer to notes on Power Point notes pages for each slide. You may not want to show students the slide with information regarding the three types of endorsements. This assignment can be converted to a worksheet if you prefer it over a writing assignment

Important Terms for this Lesson:







- Blank –endorsement contains only your signature
- Restrictive – safer and restricts the use of the check


- Endorsement in Full - Used to transfer a check to another person and only the person whose name is on it can cash it.

Outline










Outline (LSI Quadrant II):

Instructors can use the PowerPoint presentation, slides, handouts, and note pages in conjunction with the following outline.

MI	Outline	Notes to Instructor
	Begin Power Point – Endorsing Checks Slides 1-3	Use questioning to determine how much students know about endorsements.
	I. Demonstrate: A. Various search engines B. Use of advanced searches C. Boolean search tools	Have each student use a different search engine and compare results of data they find.
	II. State your expectations: A. Content B. Formatting C. Specify the information needed for the works cited page D. www.bpanet.org /WSAP Guidelines/Style & Reference Manual/works cited E. Keyboarding/BCIS textbook	Provide each student with a copy of the report and work cited format.
	III. Research A. Internet B. www.bpanet.org /WSAP Guidelines/Style & Reference Manual/report format	Provide students ample time to locate information.
	IV. Write and format report – Slide 8 A. Opening paragraph B. For each endorsement: 1. What the endorsement contains 2. How the endorsement is best used C. Conclusion	Before printing: Remind students to check formatting (margins), spacing, spell check document, and create appropriate heading in the header or footer.
	VI. Evaluate: A. Peer Evaluation B. Students must have paper saved and printed by deadline. C. Use slides 4-7 to evaluate content of paper D. Use scoring sheet on slide 10	You can adjust the rubric to evaluate the paper. Give students a copy of the proofreading mark and use those

		to assess the papers.
	VII. Endorsing checks – Slide 9 A. Endorse January 3 check – full endorsement B. Endorse January 28 check – blank endorsement	Students will use checks from lesson 2 and endorse the checks on the trailing edge.

Copy and paste Multiple Intelligences Graphic in appropriate place in left column.

								
Verbal Linguistic	Logical Mathematical	Visual Spatial	Musical Rhythmic	Bodily Kinesthetic	Intra-personal	Inter-personal	Naturalist	Existentialist

Application

Guided Practice (LSI Quadrant III):

1. Demonstrate the use of advanced searches on the Internet.
2. Teacher will state expectations for endorsing a check.
3. Use Aver Key to show example of the trailing edge of a check and each endorsement type.

Independent Practice (LSI Quadrant III):

1. Students will gather data and write reports independently.
2. Students will be evaluated using the report score sheet.
3. Students will endorse 2 paychecks from lesson 2 (Bank Deposits)
4. Use Endorsement Scoring Sheet to evaluate endorsements.

Summary

Review (LSI Quadrants I and IV):

Q: What are the three endorsements that are commonly used?

Q: When is appropriate to use each one of these?

Q: Why is it important that you endorse the check on the trailing edge?

*****See power point for answers.

Evaluation

Informal Assessment (LSI Quadrant III):

1. Instructor will monitor student's integrity as they use the Internet.
2. Reinforce how valuable integrity and work ethic is in the business world. Ex: Staying focused on the topic and completing the task.

Formal Assessment (LSI Quadrant III, IV):

1. Evaluate the deposits that students make using the deposit slip scoring sheet:
2. Evaluate the report using the report scoring sheet on PowerPoint presentation.

Extension/Enrichment (LSI Quadrant IV):

Research the Federal penalty for altering a check and/or misuse of funds. Share your information in class with a 5 minute presentation using the appropriate visual of your choice.

DEPOSIT SLIP
SCORE SHEET

TRAINEE _____

DEPOSIT SLIP	POINTS
January 3 Endorsement	_____
Line 1 - Pay to the order of	25 _____
Line 2 - Monkey Business Bank	25 _____
Line 3 - Student's signature	25 _____
January 28 Endorsement	_____
Student's name only	25 _____
SCORE	100 _____ 0