

WARREN COUNTY SCHOOL DISTRICT
PLANNED INSTRUCTION

COURSE DESCRIPTION

Course Title: Principles of Leadership

Course Number: _____

Course Prerequisites: None

Course Description: (Include “no final exam” or “final exam required”)

Principles of Leadership prepares students for immediate leadership roles in school and within extra-curricular and community activities. Students will be equipped with skills for future academic and career responsibilities. Both cooperative group work and independent reflection is encouraged with projects, teamwork, and leadership activities. Skills USA participation and competitions are also offered. This course also provides professional development through the theory and practice of employability skills.

Final Exam is required.

Suggested Grade Level: 10-12

Length of Course: _____ One Semester X Two Semesters _____ Other

(Describe)

Units of Credit: 1 (Insert *NONE* if appropriate.)

PDE Certification and Staffing Policies and Guidelines (CSPG) Required Teacher Certification(s)

(Insert certificate title and CSPG#) Marketing/Distributive Education Teacher/Coordinator and/or Business

Certification verified by WCSD Human Resources Department:

X Yes _____ No

Board Approved Textbooks, Software, Materials:

Title: Succeeding in the World of Work

Publisher: Glencoe

ISBN #: 9780078748288

Copyright Date: 2008

Date of WCSD Board Approval:

BOARD APPROVAL:

Date Written: November, 2009

Date Approved: _____

Implementation Year: 2010

Suggested Supplemental Materials: (List or insert None)

Leading with Character Student Workbook 978-0-538-44486-6

World of Work Student Activity Workbook 978-0-078-771682

Current Microsoft Office software

Course Standards

PA Academic Standards: (List by Number and Description)

13.1.11 Career Awareness and Preparation A, B, C, D, E, F, H

13.2.11 Career Acquisition (Getting a Job) A, B, C, E

13.3.11 Career Retention and Advancement A, B, C, D, E, G

SEE TASK GRID

WCSD Academic Standards: (List or **None**)

None

Industry or Other Standards: (List, Identify Source or **None**)

NOCTI

SPECIAL EDUCATION AND GIFTED REQUIREMENTS

The teacher shall make appropriate modifications to instruction and assessment based on a student's Individual Education Plan (IEP) or Gifted Individual Education Plan (GIEP).

SPECIFIC EDUCATIONAL OBJECTIVES/CORRESPONDING STANDARDS AND ELIGIBLE CONTENT WHERE APPLICABLE

(List Objectives, PA Standards #'s, Other Standards (see samples at end))

SEE TASK GRID

PA Standard: 13.1.11 Career Awareness and Preparation A, B, C, D, E, F, H

X – performance assessed during that semester

	Performance Indicators	1	2	Assessment
A.	Relate careers to individual interests, abilities, and aptitudes.			<ul style="list-style-type: none"> • Projects/Performance • Quizzes • Tests • Teacher Observation
B.	Analyze career options based on personal interests, abilities, aptitudes, achievements and goals.			
C.	Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices.			
D.	Evaluate school-based opportunities for career awareness/preparation.			
E.	Justify the selection of a career.			
F.	Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to: Associate degree, Baccalaureate degree, Certificate/licensure, Immediate part/full time employment, entrepreneurship.			
H.	Review personal high school plan against current personal career goals and select postsecondary opportunities based upon personal career interests.			

PA Standard: 13.2.11 Career Retention (Getting a Job) A, B, C, E

X – performance assessed during that semester

	Performance Indicators	1	2	Assessment
A.	Apply effective speaking and listening skills used in a job interview.			<ul style="list-style-type: none"> • Projects/Performance • Quizzes • Tests • Teacher Observation
B.	Apply research skills in searching for a job.			
C.	Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to job application, letter of appreciation and application, resume			
E.	Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge.			

PA Standard: 13.3.11 Career Retention and Advancement A, B, C, D, E, G

X – performance assessed during that semester

	Performance Indicators	1	2	Assessment
A.	Evaluate personal attitudes and work habits that support career retention and advancement.			<ul style="list-style-type: none"> • Projects/Performance • Quizzes • Tests • Teacher Observation
B.	Evaluate team member roles to describe and illustrate active listening techniques.			

C.	Evaluate conflict resolution skills as they relate to the workplace.			
D.	Develop a personal budget based on career choice.			
E.	Evaluate time management strategies and their application to both personal and work situations.			
G.	Evaluate the impact of lifelong learning on career retention and advancement.			

ASSESSMENTS

PSSA Assessment Anchors Addressed: The teacher must be knowledgeable of the PDE Assessment Anchors and/or Eligible Content and incorporate them into this planned instruction. Current assessment anchors can be found at pde@state.pa.us.

Formative Assessments: The teacher will develop and use standards-based assessments throughout the course.

Portfolio Assessment: _____ Yes X No

District-wide Final Examination Required: X Yes _____ No

Course Challenge Assessment (Describe):
Performance Assessments

REQUIRED COURSE SEQUENCE AND TIMELINE

(Content must be tied to objectives)

Content Sequence	Dates
Self-assessment	15 days
Characteristics of Leadership	5 days
Communication	20 days
Ethical Behavior	20 days
School and Community Leaders	5 days
Developing and Demonstrating Leadership	5 days
Teams and Team Work	5 days
Effective Groups and Organizations	15 days
CTSO (Career Technical Student Organizations)	20 days
Recognizing Diversity	5 days
Personal Characteristics	5 days
Human Relations	15 days
Developing a Career Plan	10 days

Finding and Retaining a Job	15 days
Workplace Health and Safety	5 days
Professional Development	10 days
Balancing Work and Personal Life	5 days
Adapting to Change	5 days
	180 days

Objectives:

See Task Grid

WRITING TEAM: Claudia Solinko

WCSD STUDENT DATA SYSTEM INFORMATION

1. Is there a required final examination? X Yes No
2. Does this course issue a mark/grade for the report card? X Yes No
3. Does this course issue a Pass/Fail mark? Yes X No
4. Is the course mark/grade part of the GPA calculation? X Yes No
5. Is the course eligible for Honor Roll calculation? X Yes No
6. What is the academic weight of the course?
 No weight/Non credit X Standard weight
 Enhanced weight (Describe)