CMMS LEADERSHIP COURSE OBJECTIVES/SYLLABUS
Mrs. Pierce
2013-2014
“We will be known forever by the tracks we leave behind.”

Rationale
The attributes of successful leaders can be identified, modeled and taught. The old saying that “leaders are born and not made” is not necessarily true. This course is designed to give students the opportunity to learn ways in which they can become successful leaders in their school and community. Leadership is a SKILL, not something you are born with, so we are going to learn how to become a better leader in our school, at home, in our community...wherever we happen to be!

Description: Improved leadership abilities will result as students assume responsibility for the activities of the student body. Students in the class strive to involve as many students as possible in activities. A variety of leadership skills are taught and students have the opportunity to develop and improve these skills. Our class will meet each day in Advisory and one afternoon a week. **Students will be expected to put in after- or before-school hours to pass the course.**

UPON COMPLETION OF LEADERSHIP, STUDENTS WILL BE EXPECTED TO:

**BE LITERATE**
- ★ Use basic parliamentary procedure
- ★ Understand the importance of active listening and good communication (including correct spelling)
- ★ Make an effective presentation
- ★ Complete a portfolio documenting and evaluating activities, projects and own growth

**BE SELF-DIRECTED LEARNERS**
- ★ Set individual goals
- ★ Be able to evaluate one’s own strengths and weaknesses
- ★ Select appropriate projects benefiting the school and the community

**DEMONSTRATE HEALTHY SELF CONCEPTS**
- ★ Serve as a role model for other students both in and out of school
- ★ Manage time effectively
- ★ Handle conflict effectively
- ★ Enjoy a variety of activities
- ★ Have fun with others

**BE INFORMED, CONCERNED, AND PRODUCTIVE CITIZENS**
- ★ Work to serve their classmates, the school and their community
- ★ Have an understanding of ASB laws and finance
- ★ Understand that knowing the chain of command will help a person be a more effective leader
- ★ Plan and administer a project

**APPLY THINKING SKILLS**
- ★ Recognize problems and devise a plan of action
- ★ Recognize that the process matters as much as the product
★ Solve problems effectively and efficiently
★ Make decisions based on a logical process
★ Brainstorm and prioritize

**WORK EFFECTIVELY WITH OTHERS**
★ Recognize that each person in a group has an important contribution
★ Recognize that a group decision is stronger than the decision of one
★ Recognize that values vary among people
★ Participate in and run an effective meeting
★ Use actions that support the group process
★ Understand that people support what they help to create

**Communication Opportunities:**

Email -  

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Welcome to Leadership!

Planning and implementing school activities requires students to spend time accomplishing tasks in both supervised and unsupervised situations. It is imperative that students are able to act in a mature and responsible way when accomplishing these tasks. A large part of becoming an effective leader is the ability to stay on task and to be self-motivated without constant and direct supervision. For this reason, standards for behavior in the Leadership program at CMMS exceed those of other classroom situations. Students are expected to act in a responsible and appropriate manner at all times and not abuse the privileges accorded to Leadership students. Please become familiar with the following information:

- Please use any and all supplies for your projects. Please put everything back where you found it! SUPPLIES ARE NOT FOR PERSONAL USE!
- Answer the phone when it rings—“Leadership Class (or Library), student speaking.” Take a message if I am unavailable and deliver it to me ASAP.
- Classroom interruptions: Only one student should be talking to the teacher at a time and students should always ask permission of the teacher before speaking to or delivering anything to a student. Being polite and respectful will open doors for you in Leadership and in life!
- Your friends should not be visiting with you during class time. If you are found to be visiting with your friends during class time, you will be restricted to the Leadership classroom for the remainder of the week. This restriction makes it very difficult to complete your committee work. The second violation will result in parental contact and the third violation will be a conference with Mrs. Aoki, Mrs. Pierce, and your parents.
- Please do not leave before the bell rings. As with all other classes, we will work bell to bell, and it is especially important when we have only 24 minutes each day.
- Please LOOK for supplies! We have most everything you will need.
- When you run out of something, it is your responsibility to let me know so that I may order it for you. Please write it down and place it in the “turn in” box for Leadership.
- I need to check all letters/articles/flyers/posters that leave the Leadership class for grammar, spelling, etc. Please ask me if you need help with any correspondence.
- The daily clean-up and maintenance of the Leadership classroom is your responsibility. This classroom is used by Mr. Hogenson’s classes as well, so we MUST leave it as we found it every day. Please be respectful and do your part to keep it clean.

Course Rules and Expectations: YOU ARE LEADERS! That means you are under a microscope and people see ALL you do. It is imperative you follow ALL school rules at all times. You are not just a leader during this class time, but you are a leader throughout the entire school day, after school during activities, on weekends, and on vacations. You represent CMMS and the Graham/Spanaway community all the time—be mature and responsible all the time!

Throughout this class, you will be expected to:
1. Maintain a courteous and respectful attitude toward yourself and others.
   - Listen when others are speaking.
   - Avoid put downs or negative comments.
   - Provide constructive suggestions and input to class discussions and meetings.
   - When working with people or simply walking around school—SMILE and say HI to others...a smile is a contagious action!
   - Remember to say “thank you” to anyone who helps you out.
2. Follow all school rules and guidelines as stated in the CMMS handbook.
   - Arrive on time and in an orderly manner.
   - Use your cell phone only with permission and for educational purposes.
- Treat everyone and school property with respect.
- Follow through on tasks and clean up everyday.
- Exhibit on-task behavior.
- Avoid leaving the classroom without permission from Mrs. Pierce or without checking out. Use the sign out sheet every time you leave. I am responsible for knowing where you are at all times, even though many times you will need to be out of the classroom and/or unsupervised by me. Abuse of this freedom will have repercussions.

3. Accept responsibility for your own learning and your own performance.
   - Demonstrate self-discipline, initiative and follow through in fulfilling all your duties.
   - Maintain an orderly and organized notebook or file of information regarding projects you are working on and completed projects.
   - Prove your ability to function as an independent member of this class and in society.

4. Work cooperatively as a member of a team.
   - Follow through on your responsibilities while working in groups.
   - Exhibit a willingness to cooperate with others in a group.
   - Participate with a variety of different people in a variety of different situations.

5. Work to be a part of the solution, not the problem.
   - Make everything you do quality.
   - Take pride in your work.
   - Remember we are not here for recognition for what we do. Our focus is on serving others—that is what leaders do!

**Weekly Organization:** The organized and efficient use of time in this class is important to you individually, as well as being important to the other class members. In order to maximize our time, we will adhere to an established weekly schedule. Tasks which cannot be completed within the established class schedule will need to be taken care of before school, during break, at lunch or after school. This becomes the “homework” for our leadership class.

**Monday:** Team Work Day
This day will be used as a day to evaluate the previous week’s progress and to establish goals for the upcoming week. It may also be used to complete group tasks or last minute projects, conclude unfinished meetings, conclude prior lessons, etc. A list of needs will need to be created to ensure the rest of the week flows effectively and efficiently.

**Tuesday, Thursday, and Friday:** Work Days/Lesson Days/Advisory Days
These days are designated as independent work days or advisory/lesson days. You will be expected to plan and conduct meaningful activities during this class time, prepare for upcoming leadership events, etc. Mrs. Pierce may present lessons on these days also. For example, lessons on leadership, team-building activities, films/videos, bullying and organization skills, etc.

**Wednesday:** ASB/Executive Council Meetings/Work Days
A formal meeting with the ASB Executive Council and Mrs. Pierce will be held on some Wednesdays utilizing simple parliamentary procedures. Each officer will make a brief report, activity requests will be acted upon, correspondence read, potential purchase orders approved and any other items requiring formal action will be dealt with.

Students who are not involved with the Executive Council Meetings will continue to work on planning and implementing activities, goal-setting, etc.

Unlike other advisories, you will not always be getting Pride Time each week to work on classwork or make up work from other classes. It is expected that as a member of the CMMS
leadership team, you are well organized, manage your time effectively and efficiently, and are able to get you classwork done either in class or as homework. Please see me for special cases, but otherwise, your advisory days are dedicated to leadership/ASB work and advisory lessons.

**Grades and Leadership Portfolio**

Advisory will be a Pass/Fail course. The bulk of your grade will be from Leadership activities (75%), but 25% will be based on your Best Work portfolio and Student Led Conferences.

Your leadership grade will include a “Leadership Portfolio”. Details will follow in the first weeks of school, but this will be a systematic and organized collection of evidence selected by you that demonstrates your growth and understanding of leadership and service. You will decide which items you would like to include in the portfolio. Your leadership grade will also include scores and assessments from your class activities, daily work and reflections.

Thanks for being a part of our Leadership program! We appreciate all that you will do to make Cougar Mountain a great place! If you or your parents have any questions, please contact me.

Carina Pierce  
CMMS ASB Advisor/Leadership Teacher