

## 2019-2020 Course Syllabus/Parent Notification Letter

### Putnam City Schools Putnam City High School



**Instructor:** Mrs. Brittani Phillips, M. Ed.

*Bachelor of Science in Human Development and Family Sciences, Oklahoma State University  
Master of Education in Educational Leadership, East Central University*

**Course title:** Leadership and Management    **Credit:** 1    **Room Number:** A111

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#### **Course Content**

Unit 1: Developing Knowledge of Self and Others

- Evaluating self image, behaviors, delegating responsibilities

Unit 2: Defining Leadership

- Analyze characteristics of a leader, relationship of leader and follower, context and leadership,

Unit 3: Developing Leadership Skills and Practices

- Communication in small groups, large groups, and teams; refining decision making skills

Unit 4: Practicing Leadership Through Service

- Appraise community and community needs; evaluate roles and responsibilities of citizenship; evaluate concept of stewardship; practice leadership through community service in action

#### **Classroom Instructional Techniques and/or Methods:**

This class will rely heavily on hands-on projects, including class presentations, group presentations, attending school events, and class discussions. Critical thinking activities, lecture, and reading will also be used. Leadership classes do not have traditional homework or assignments as compared to other elective classes. This often means that *homework* may mean going to an event or attending a meeting. All students are expected to follow the direction of

Teachers and Administrators. If a student is failing to meet minimum requirements – they will be placed on a probationary contract. This will be discussed with both student and parent.

Loss of Credit can occur in the following areas:

- Missing Link Crew meetings
- Off task during class time
- Phone out during class
- Excessive Unexcused Tardies
- Failure to Dress for Spirit Day
- No Call/No Text/No Show for any event student signed-up for or was asked to assist
- Unexcused Errand/Absence
- Behavior, Attitude, Dishonesty
- Inappropriate Social Media Use
- Suspension from school may result in instant removal from the leadership program.

### **Assessment and Grades**

Daily Classwork (class projects, class assignments, dress up days, etc) - 30%

Projects (Pirate Time Presentations, Link Crew Events, School Events) - 50%

Tests/Quizzes (written, speaking presentations) - 20%

The grading scale is set by the Putnam City Board of Education and is as follows:

90-100	A—Exceeds Expectations
80-89	B—Meets FACS Standards and expectations
70-79	C—Passing but does not meet some standards
60-69	D—Below Expectations
Below 60	F—Failing, does not meet the minimum standards

**Evaluations:** Grades are given on points earned and will be determined by the following activities:

1. Weekly self and peer evaluations
2. Monthly Pirate Time presentation evaluations from instructors
3. Class participation
4. Participation in school dress up days
5. Attendance and involvement in planning and implementing Link Crew events

### **Time Commitment:**

Being a member of Link Crew requires a major commitment from student leaders and their families. Successful leadership teams require many hours of work. Our goals include developing as an individual and as a team. These goals take no less than 100% effort from each individual. Therefore, it is important for student leaders to understand the necessity of time management. Calendars are essential! It is the leader's responsibility to be aware of upcoming events and to plan accordingly.

### **School Events**

As a Link Leader, your job is to take part in school events and support all Pirates. Knowing this, you will be required to participate in events throughout the school year. Each event will require a signature of an administrator/teacher in charge present. Signatures and proof of completion will be due on the final day of the semester. This consists of attending/helping with the following activities:

1. Set up for a major school event
2. Clean-up after a major school event
3. Attend a Performing Arts or Visual Arts presentation
4. Attend an athletic event
5. Help with or participate in a pep assembly (setup or tear-down included)
6. Help paint/setup for Black Light assembly
7. Participate in dress-up days during spirit week
8. Participate during Cancer Carnival setup

### **Helping all students learn:**

It is my commitment to all students to help them achieve success and strive for their personal best. For students who have early mastery of a skill set or standard, they will be given more advanced projects to complete, as well as the opportunity to mentor their fellow classmates. Students requiring more information or additional time to master a concept will be given such, as well as accommodations to ensure their experience in my classroom is positive, on a case-by-case basis.

### **Communicating Progress**

You may frequently check your student's progress using our PowerSchool parent portal. Students will also check their grades weekly during their Panther Time.

**Service Learning activities are incorporated into this course in the following way:** This course integrates service learning in several ways. Students will be asked to plan and/or participate in several service learning opportunities throughout the school year. These activities help students make connections between the curriculum and real life situations.

## GUIDELINES AND EXPECTATIONS

*Above all, Student Leaders will abide by all school rules, and always model C.L.A.S.S.*

### CHARACTER:

- **Social Media/Bullying/Alcohol or Drug Use:** This issue is taken extremely seriously on our campus, any bullying/cyber bullying issues on social media will be addressed with both student and parent. Also any pictures or student comments describing drug or alcohol abuse via social media will not be tolerated. The leader will be written up and notified of their current standing. Depending on the severity of the issue, dismissal from the program is left up to the discretion of the Link Crew Coordinator and administration.
- **Dress Code:** It is important to abide by dress code. If a student is breaking dress code Mrs. Schmidt has the right to send them to the attendance office. If it becomes a consistent problem, it will be addressed with the student and parents.

### LEADERSHIP:

- Leaders will be integral planners/participants of all events and fundraisers. Failure to do so can result in removal from the program and a letter drop in the semester grade.
- Leaders will work as a team in collaborative groups to delegate event task and actions.
- Leaders will dress up for **all spirit days**.

### ATTITUDE:

- Leaders will ALWAYS represent themselves with *class* on ALL SOCIAL MEDIA including text messages. Foul language, inappropriate pictures, hazing or harassing on any social media will not be tolerated. The Link Crew coordinator/administration reserves the right to determine the appropriate action which could include dismissal from the program.

### SCHOLARSHIP:

- A minimum GPA of 2.5 is required for all members of student leadership. If a student fails to earn a 2.5 GPA for either semester, they will lose their leadership eligibility.

**Please Sign and return by Monday, August 26, 2019. Students are required to return the syllabus for their first grade.**

Student's Signature \_\_\_\_\_

Student's Name (printed) \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Parent/Guardian Name (printed) \_\_\_\_\_