

Instructor Instructions for 2018-2019

Welcome to the Personal Leadership Course! Whether you are a certificated staff member or admin, you have been identified to guide students through this course material this semester. Thank you! I hope you find it to be a meaningful experience for both you and the student.

What are your responsibilities as instructor?

Before you get started:

- Create the course on canvas (done if you are receiving this document) and invite all enrolled students.
- Review syllabus and course assignments with students so the expectations, due dates, and assignments are clear.

Weekly:

Review student assignments online (see due dates below), issue grades when applicable & work with students to develop and stay on track with their leadership projects / SMART Goals.

- Truity Strengths Inventory, Strengths Analysis & Reflection - Due Friday 9/14
- Introductory Reading & Post - Habits of Mind & Introductory Post - Due Friday 9/21
- Project Development and Plan for Completing Work - Due Friday 9/28
- Readings & Reflections (5 reflections & short readings)
 - Reading & Reflection #1 - Due Friday 10/5
 - Reading & Reflection #2 - Due Friday 10/19
 - Reading & Reflection #3 - Due Friday 11/2
 - Reading & Reflection #4 - Due Friday 11/16
 - Reading & Reflection #5 - Due Friday 12/7
- Leadership Project - Final Reflection - Due Friday 1/18
- Final Project Outcomes & Presentation - Due Friday 1/18
 - Verify student completion of reflection and analysis and issue grade. All assignments scores add up to 100 percent, so if an assignment is worth 10 points, that is 10% of their final grade.

End of Course:

- When students are completed with the coursework, review final grade in Canvas.
- Grades will not automatically transfer from Canvas to PowerSchool.
- Create one assignment in PowerSchool to reflect the final grade in Canvas for final grade.

Questions?

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