Arkansas CTE

Leadership and Service Learning: Grades 9, 10, 11, 12

Adopted 2013

Use technology to create a professional portfolio documenting career skills, leadership skills and service learning activities

1.1 Investigate the use of technology in relation to leadership and service learning

1. Demonstrate the use of a digital camera 1.1.1
2. Demonstrate the use of a scanner 1.1.2
3. Demonstrate the use of personal mobile devices 1.1.3
4. Demonstrate the use of presentation software 1.1.4
5. Demonstrate the use of electronic mass storage 1.1.5
6. Demonstrate the set-up and use of multi-media equipment 1.1.6

1.2 Compile a professional portfolio

1. Maintain and edit a personal professional portfolio 1.2.1
2. Critique or compose a cover letter and resume 1.2.2
3. Compose a thank you note 1.2.3
4. Maintain a reflection journal 1.2.4

1.3 Research careers within the Human Services Cluster

1. Explore career options in the Human Services cluster 1.3.1
2. Set a goal and collect information related to a career in the Human Services Cluster 1.3.2

Actively participate in leadership and service organizations (FCCLA – Family, Career and Community Leaders of America)

2.1 Investigate FCCLA as a leadership & service organization

1. Examine reasons for belonging to FCCLA 2.1.1
2. State requirements for active membership in Family, Career and Community Leaders of America (acronym-FCCLA) 2.1.2
3. Develop a plan for membership recruitment, retention, and recognition 2.1.3
4. Investigate the Power of One Modules 2.1.4

2.2 Describe the important fundamentals that FCCLA encompasses

1. Describe significant events of FCCLA history 2.2.1
2. Describe significant symbols in FCCLA (colors, emblem, flower) 2.2.2

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3. Explain the meaning of the mission, creed, and the motto of FCCLA 2.2.3
4. Explain the 8 purposes of FCCLA 2.2.4
5. Relate FCCLA National Programs to relevant service learning projects 2.2.5

Plan and conduct community-based service learning projects

3.1 Research various types of service opportunities and organizations

1. Brainstorm opportunities for service learning at the local level 3.1.1
2. Compare and contrast foundation and corporation 3.1.2
3. Explain the difference between a donation and a grant 3.1.3
4. Research a non-profit organization, charity, or civic organization 3.1.4
5. Research a humanitarian, philanthropist, or volunteer who endorses or supports a cause, charity, or issue 3.1.5

3.2 Explain how shared group leadership can positively impact changes/opportunities in a community

1. Develop a network of community contacts with partners who benefit the community 3.2.1
2. Analyze the traits of leaders who make an impact in communities (commitment, compassion, dedication, empathy, determination, respect, work ethic) 3.2.2

3.3 Use the FCCLA planning process to develop a service learning project

1. Apply the concepts, in order, of the FCCLA planning process 3.3.1
2. Explain the eight components of a quality service learning project (Meaningful Service, Link to Curriculum, Reflection, Diversity, Youth Voice, Partnerships, Progress Monitoring, and Duration, and Intensity) 3.3.2
3. Motivate an audience to participate in a service learning project 3.3.3
4. Communicate with media the goals, activities, and outcomes of a service learning project 3.3.4
5. Apply for awards, scholarships, or other applicable recognitions as a component of a quality project 3.3.5

Apply qualities of leadership to complete long-term, cooperative projects

4.1 Discuss attributes of what makes a person a leader

1. Provide examples of effective leadership qualities (charisma, character, courage, enthusiasm, generosity, initiative, integrity, willingness) 4.1.1
2. Describe the different kinds of leadership styles and how those styles affect working relationships (Autocratic, Democratic, Laissez-faire) 4.1.2
3. Analyze leadership theories 4.1.3

4.2 Explain how character development and ethical values affect personal leadership abilities

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1. Analyze the Six Pillars of Character (Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship) 4.2.1

2. Explain how families influence a person's character 4.2.2
3. Examine ethical behavior in various settings 4.2.3
4. Examine the impact of personal standards and codes of conduct on interpersonal relationships 4.2.4

4.3 Explain how effective time management impacts a person's leadership abilities

1. Defend view about an individual's role & responsibility to family, school, community, and nation 4.3.1
2. Create a time management plan 4.3.2

Use effective communication skills in personal, public, and group settings to accomplish goals

5.1 Assess the benefits of having positive public relationships

1. Determine characteristics that create a positive impression 5.1.1
2. Demonstrate skills that build effective public relations 5.1.2

5.2 Demonstrate effective speaking skills

1. Examine barriers to effective speaking skills, verbal and non-verbal 5.2.1
2. Analyze speaking skills to develop goals for improvement 5.2.2

5.3 Compare effective communication techniques in written communication

1. Write effective business correspondence, in the form of a business letter, follow-up letter, and thank you letter using appropriate format 5.3.1
2. Use electronic means of written communication to convey a message (memo, email, text, post, blog, wiki, tweet, etc.) 5.3.2
3. Create a printed document to inform a specific audience about project goals 5.3.3

5.4 Describe the benefits of using parliamentary procedure

1. Develop an agenda to conduct a meeting 5.4.1
2. Participate in a meeting using parliamentary procedure, observing Robert's Rules of Order 5.4.2

Apply leadership skills to resolve conflict and to improve team dynamics

6.1 Describe conflict resolution skills

1. Identify reasons leading to conflict or adversity 6.1.1
2. Use conflict resolution techniques to resolve routine and non-routine disputes 6.1.2
3. Propose techniques for dealing with difficult people or situations 6.1.3

6.2 Participate in team building activities

1. Examine advantages of teamwork versus working individually 6.2.1
2. Plan and conduct team building activities with specific goals in mind 6.2.2

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3. Identify characteristics of effective teams
Strong sense of purpose of well-defined goal
Good leadership
Listening skills
Clear roles
Mutual appreciation & tolerance
Trust
Lack of selfishness 6.2.3