ESCONDIDO UNION HIGH SCHOOL DISTRICT

COURSE OF STUDY OUTLINE AND INSTRUCTIONAL OBJECTIVES

COURSE TITLE: Associated Student Body (ASB)

COURSE NUMBERS: 5474

DEPARTMENT: Leadership

PRE-REQUISITE: Required: Application Process

LENGTH OF COURSE: Four year option

SEMESTER PERIODS OF CREDIT: Five per
   (Course is repeatable for credit 1/7/14)

GRADE LEVEL(S): 9-12

DATE ADOPTED: February 1998

MEETS EUHSD Elective Credit

TEXTBOOK: “Seven Habits of Highly Effective People” by Steven Covey
          “Robert’s Rules of Order”

COURSE DESCRIPTION: This course is designed to combine classroom instruction with leadership training in practical school situations. It provides student leaders with the opportunity to study the basic concepts of democratic government, techniques of leadership, meeting skills, group dynamics and the principles of human behavior.

It affords students the opportunity to work with peers of diverse backgrounds and attitudes, to share responsibility with other students and adults.
COURSE UNITS/TOPICS

AND

ALLOCATED INSTRUCTIONAL TIME

LEADERSHIP

I. GETTING STARTED
II. PROJECT PLANNING
III. LEADERSHIP PRINCIPLES
IV. WORKING IN GROUPS
V. PROBLEM-SOLVING AND DECISION-MAKING
VI. MEETING SKILLS
VII. COMMUNICATION TECHNIQUES
VIII. UNDERSTANDING SELF AND OTHERS
IX. SPECIAL PROBLEMS
The student will:

- Communicate effectively
- List and explain the major sections of the school constitution
- List the duties of their own offices and those of other SB officers
- Set goals and objectives for ASB
- Plan and carry out a general ASB budget, as well as a budget for specific projects
- Demonstrate a working knowledge of meeting, planning, and facilitation
- Demonstrate the ability to plan, carry out, and evaluate successfully
- Recognize, practice and discuss specific leadership types and skills
- Utilize the theory and methods of several group dynamics processes

**COURSE CONCEPTS**

*University Associates Annual Handbook for Student Development*

- Film and videotapes
- Handbooks
- Professional speakers
- Other appropriate resources
LEADERSHIP

GOALS, OBJECTIVES AND PERFORMANCE INDICATORS

I. GETTING STARTED

- Class purpose and procedures
- Getting acquainted activities
- Student council goals and objectives
- Roles and responsibilities of officers and advisor
- Operation of student government
- Meeting fundamentals

II. PROJECT PLANNING

- Selection of projects
- Techniques for planning and organizing activities
- Methods of evaluation

III. LEADERSHIP PRINCIPLES

- Leadership qualities
- Leadership types
- Leadership styles
- Leadership evaluation

IV. WORKING IN GROUPS

- Group dynamics
- Group behaviors
- Stages of group growth
- Group discussion techniques

V. PROBLEM-SOLVING AND DECISION-MAKING

- Creative thinking
- Critical thinking
- Steps of problem-solving
- Decision-making techniques
VI. MEETING SKILLS

- Effective meeting
- Interaction method
- Parliamentary procedure
- Meeting evaluation

VII. COMMUNICATION TECHNIQUES

- Communication theory
- Listening skills
- Speaking skills
- Communication helpers and stoppers

VIII. UNDERSTANDING SELF AND OTHERS

- Job Shadow Community Leader Program
- Building self-esteem
- Transactional analysis
- Behavioral styles

IX. SPECIAL PROBLEMS

- Time management
- Conflict resolution
- Stress reduction