

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 21, 2018

To: High School Principals and Site Counselors

Subject: PERSONAL DEVELOPMENT LEADERSHIP COURSE

**Department and/or
Persons Concerned:** All Administrators and Site Counselors

(Due Date only if required) None

Reference: None

Action Requested: Review guidelines

Attachment(s):

- Start Here – Personal Leadership Course
- PLT: Accessing Curriculum & Creating Your Course
- Instructions for the Instructor

Brief Explanation:

Course: Personal Leadership Training 1,2 (4841, 4842)

The objective of this student leadership course is for students to examine their leadership strengths and areas in need of growth while working on developing their leadership expertise through readings, reflections, and a well-defined and challenging project with measureable outcomes.

In order to successfully complete this course, students will be expected to complete:

1. A strengths inventory (survey)
2. A handful of interesting short readings / videos on leadership
3. Seven written reflections on the material presented and student experience
4. A leadership project developed by the student with support of the supervising teacher or administrator (i.e. helping to support a program or initiative on campus or researching solutions to an identified issue on campus)
5. Presentation of outcomes at end of the semester to supervising teacher or administrator.

A certificated staff member or administrator will need to be the designated “teacher” of the course, support students, and review completed course materials. This person must have access to the course materials / student work in Canvas.

SITE OPERATIONS CIRCULAR NO. 2031

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Steps for implementation:

1. Login to Canvas <https://sandiegounified.instructure.com>
2. Create a course called Personal Leadership Training (include school site and course number)
3. Click the link for “People” on the left side of the course navigation menu.
4. Click the “+People” on the right side.
5. Add Rachel Amato (ramato@sandi.net) as a TEACHER to your course.
6. All course materials will be uploaded to the Canvas course after step 5 within 48 hours.
7. When course materials have been uploaded, go to “People” option in left side of the course navigation menu to add students to your course.
8. You are ready to begin your course and can follow “Instructor Instructions” attachment.

For more information, please contact Rachel Amato at 619-725-7308 or ramato@sandi.net .

APPROVED:



Cheryl Hibbeln

Executive Director

Office of School Innovation and Integrated Youth Services