



Administrative Guidelines for High School Instructors/ Mentors of

LEAD 164: American Veterans – Profiles in Leadership

In order to secure each two or three semester credit hours per course for your students' participation, your program will need to accomplish the following:

1. Before the beginning of the course:

- Arrange for receipt of the no-cost Pennsylvania Veterans Museum DVD Set and lesson plans, plus supporting documentation from this website:

<http://www.paveteransmuseum.org/home/education.php>

- Log in and retrieve your materials, and/or order your no-cost DVDs if you haven't received them yet. You can contact the Museum if you have any difficulties with the downloading of the lesson plans or problems with the DVDs at this site:

<http://www.paveteransmuseum.org/home/support.php>

2. When the course materials arrive:

Locally reproduce, and hand out your student packets for all students per local guidelines. Conduct your program according to your locally approved standards with the following minimums for approval of University of Colorado at Colorado Springs (UCCS) academic credit.

- For college leadership elective credits your program must have 13 academic hours per credit hour awarded (registered for). The third credit can be for a completed service learning project (of at least ten hours in length) in their community, that has to do with Veterans, as provided for in this document:

http://www.jrotccollegecredit.com/downloads/hs_courses/LEAD164_American_Veterans_Profiles_in_Leadership_Service_Learning_Ideas.doc

(you can also click on the link on this page: <http://jrotccollegecredit.com/pvm.php>)

- Student service learning community projects must be approved, and then monitored by their local instructor, in accordance with local standards and policies.

- At the conclusion of their Service Learning Project local instructors/mentors will grade a student produced post-Project 'Results versus Expectations' paper as a part of their overall course grade.

- Finally, the local instructor will provide their 'RTG and Associate POC' a signed student grade roster on their organizational letterhead. Document will include student name, course grade, name of school or organization, telephone number and address, plus an instructor's full signature.

- Have your students register themselves on-line at:

<http://www.jrotccollegecredit.com/step1.php>.

- If your students have any registration issues that you cannot resolve, please contact your RTG & Associates' [Point of Contact](#) by email or telephone. You can also call Mrs. Carla Rupprecht at UCCS by dialing: **1-719-262-4134**.

- Students must be at least 16 years of age on the day of their registration, have a 'B' or better for this course, and register only during our scheduled three registration periods during each school year: 1 Dec-31 Jan; 1 May-30 Jun, or 1 Aug-30 Sep.

3. Conduct course.

Grade LEAD 164 as follows: Classroom work/exam(s) 40%, Project 40%, and end of course essay 20%.

4. At the conclusion of the course:

All student requirements must be completed, and only the instructor's signed gradelist is provided your [RTG & Associate POC](#) by scanned email or fax. Please put your address and program dates on the gradesheet. (i.e. 1 Oct – 1 Dec 200X)

We would appreciate an end of course non-attributable, strictly voluntary, evaluation from your students. The student evaluation form is on our website. These can be mailed directly to the UCCS College of Education Office of Extended Studies, or to RTG & Associates, Inc.

Finally, help your students seek financial support to defray the costs associated with the course. Some school districts actually pay for the academic credits earned. Others can seek scholarship help from PTA groups, local community and civic organizations, local credit unions (NEFE HSFPP sponsors), and/or sponsor fund-raisers.