Cumberland Valley High School
Junior ROTC Leadership Education & Training (LET)

LET Level 4
COURSE SYLLABUS

DEPARTMENT: Junior ROTC Department

COURSE: JROTC 2004 -- Leadership Education and Training (LET Level 4) (Honors)

PREREQUISITE (s): Be enrolled at Cumberland Valley High School as a Senior (12th grade), have completed all requirements for LET 1, 2, & 3, and meet all criteria to participate in the JROTC program as outlined in Army Regulation 145-2.

DESCRIPTION: The *Junior Reserve Officers Training Corps (JROTC) Program* prepares high school cadets for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as a citizen. The program at Cumberland Valley High School promotes high school graduation, and encourages cadets to seek higher education and other opportunities that will lead to their long-term success. In addition, the program impresses upon students that it is the individual who determines his or her own success through hard work, integrity, sound judgment, and a desire to be the very best at whatever they do. The goal of LET 4 is to motivate JROTC cadets to be better citizens. To help accomplish this goal, the course covers citizenship, leadership, time and resource management, goal setting, drug prevention and awareness, and a number of subjects that enhance the instruction received in other academic areas, including English, History, Science, and Physical Education. In other words, the course is designed to help the cadet succeed throughout their lives – both while in high school and after graduation.

TEXT: JROTC 145 – SCT Leadership Education and Training 4 (LET 4)

SUPPLIES:

Provided by the JROTC Dept: Course Text, Cadet Reference, Student Learning Plans, Course Syllabus, Semester Training Outlines, Training Schedules, Handouts, and Portfolio Folders.

Provided by the student: Note paper, pens & pencils, and a standard 3" 3-ring black binder to be used as the student's LET Notebook. *See page IV for detailed standards.*

NOTE: Students are required to maintain the LET Binder in good condition throughout the course. Students will be required to replace the binder when it is lost or falls below acceptable appearance and functional standards.

DESIRED LEARNING OUTCOMES: (from ROTCM 145-4-1)

Upon completing the JROTC program, students should be able to:

1. Demonstrate knowledge of the history, purpose, and organization of the JROTC program;
2. Identify the origin and history of our national colors and military traditions, customs, courtesies, and drill and ceremonies;
3. Apply the Winning Colors process to improve interpersonal relationships and communication;
4. Recognize the causes of conflict and apply good conflict resolution skills in daily life, and identify the causes and negative effects of sexual harassment/assault;
5. Express a clear understanding of the importance of higher education and graduation from High School and College;
6. Identify how the brain is structured and functions as it relates to the learning environment and identify/apply various learning styles and preferences;
7. Apply sound goal setting and time management techniques to enhance academic standing and personal development;
8. Demonstrate an understanding of the importance of creating and maintaining a Cadet Portfolio and personal growth plan;
9. Explain the importance of effective communication styles, techniques, barriers, and verbal/non-verbal means to prevent mixed messages;
10. Apply effective study practices, reading skills, and test-taking techniques to enhance academic standing;
11. Identify common leader behaviors that create the desire in others to follow and how those behaviors help provide purpose, direction, and motivation;
12. Explain how leadership is developed and why various approaches to leadership are used;
13. Explain how different attitudes, values, and experiences impact how people lead, follow, or act as a team member;
14. Apply basic leadership principles and identify the categories of leadership character and competence, and explain what a leader must Be, Know, and Do to effectively lead;
15. Demonstrate the ability to identify, develop, and achieve basic personal financial goals;
16. Demonstrate an understanding of service learning and conduct a community service project;
17. Display knowledge of the importance of physical fitness in maintaining good health and appearance by developing a personal fitness program, and by successfully completing the Cadet Challenge twice during the school year;
18. Demonstrate knowledge of basic emergency first aid techniques;
19. Demonstrate knowledge of map reading skills to effectively locate points on a map, identify marginal information, identify land features, and determine azimuth and elevation;
20. Demonstrate an understanding of basic wilderness survival techniques in an emergency.

COLLATERAL READINGS:

Required:
1. All reading/writing assignments noted in the *Training Outlines*.
2. Other assignments as directed by the instructor.

Supplemental: Handouts with additional information and suggestions will be provided throughout the year.

METHODOLOGY:

1. Small Group Activities.
2. Practical exercises and/or hands-on training.
3. Teacher-facilitated instruction, limited class lectures, and discussion.
4. Guest speakers and/or field trips.
5. Completion and submission of assignments as indicated in the *JROTC Training Outlines* and as directed by the instructor.

EVALUATION PROCEDURES:

Students will be evaluated in the following areas with the percentage of their semester grade listed next to each. Additional details concerning frequency and evaluation standards will be provided in class.

Examinations/Quizzes	30%
Writing project	10%
Homework & notebook maintenance	10%
Uniform wear and inspections	20%
Cadet Challenge (physical training)	20%
ABCL*	10%
Total	100%

* Attitude, Behavior, Commitment, Leadership

In accordance with the Cumberland Valley High School grading policy, the following grade scale will be used by this department:

100 - 93 points = A
92 - 86 points = B
85 - 77 points = C
76 - 70 points = D
69 - 0 points = F

NOTE: An incomplete ('I") may be issued for any marking period/semester in which a cadet fails to complete course requirements.

NOTE: Students and Parents should be aware that cadet leadership performance and conduct is observed by all JROTC instructors and annotated on the student's report card, as warranted.

COURSE REQUIREMENTS:

1. Complete all daily/weekly homework assignments and projects.
2. Maintain the LET notebook and cadet portfolio throughout the school year.
3. Complete quizzes and examinations.
4. Participate in all physical training periods (Cadet Challenge).
5. Participate in all unit formations and inspections.
6. Wear the cadet uniform on all designated days (normally one day per week)

SPECIAL PROJECTS AND ASSIGNMENTS:

During the school year, students may be given special assignments or projects at the discretion of the instructor. These assignments will be counted toward the student's marking period and/or final grade. Special assignments will (for the most part) be researched and prepared outside of the classroom and submitted in a timely manner, as directed by the instructor. Students not submitting an assignment on time may lose points from their assignment grade.

LET 4 NOTEBOOK STANDARDS:

All JROTC Cadets are required to maintain a notebook for LET instruction. The notebook will not be consolidated with any other course, e.g. math, history, etc. *Unless otherwise instructed, students are required to bring the notebook to class every day along with any other required materials and equipment.* Cadets may store their notebooks in the classroom and only take home each day those materials which they need to study for upcoming classes.

The LET 4 notebook will contain (as a minimum) the following documents and will be organized as follows, from front to back:

a. Cadet Reference.
b. A "Lesson Assignments" section containing the following:
   = Lesson Assignment Sheets -- sheets of notebook or printer paper for each lesson which lists the cadet's name, LET level, class period, lesson title & number, Key Terms with definitions, class notes, and lesson reflections (see example at Appendix 1);
   = Handouts, homework, and exercises relating to the lesson
   (Note: Cadets will have a separate section for each marking period)
c. The Course Syllabus
d. Permanent Student Handouts; e.g., drill and ceremony, physical training, etc.
e. LET 4 Student Text
f. The LET 4 Core Materials Workbook (Student Learning Plans)

The LET Notebook and Cadet Portfolio (see below) are subject to inspection on a daily basis through the use of Notebook or Portfolio "quizzes". Spot checks will be made at random by the instructor. Cadets will receive a grade for notebook and portfolio maintenance each marking period. They will be graded for neatness, organization, and completeness (having all your materials, notes, projects, assignments, and exercises).

CADET PORTFOLIO:

All JROTC Cadets will create an organized collection of work based on accomplishments, personality, goals, and aspirations. The portfolio should provide insights and information concerning the cadet's personal achievements and growth over time. Therefore, cadets will retain each year's version of the documents marked with an asterisk below. Cadets will be able to explain how each of the documents can help in their development as citizens, leaders, and/or students. Portfolios will be maintained for the duration of a cadet's JROTC career. LET 4 portfolios will include the following:

a. Personal cover page.
b. Personal goals for the school year.*
c. Personal financial planning portfolio (NEFE)*
d. Personal Skills Map profiles (U3-C1-L3)*
e. Winning Colors Communication Discovery Form (U3-C1-L1)*
f. Cadet Challenge results (latest printout with all PT test scores) (U4-C1-L2)*
g. The Appreciating Diversity reflection assessment tool (U3-C1-L2)
h. An essay from any course.
i. A resume with references.
j. Awards, certificates of accomplishment, and other achievements.
k. Learning style inventory (personal profile) (U3-C2-L3)*
l. Two examples of academic work from JROTC or other academic areas
m. LET core lesson performance assessment evidence*
n. Written reflection on any of the core lessons (Service Learning Reflection is a good example that each cadet should have; i.e., Learning Logs)*

COURSE POLICIES:

1. General: Successful completion of this course requires a student to be self-disciplined, dedicated, and motivated. Although the course instructor will act as a mentor and guide for students throughout the school year, the student will be held accountable for managing his or her time and other resources to meet course requirements. The student will ultimately influence the final grade based on the student's approach to completing assignments, planning for and being present in class for instruction and examinations, conduct, and by active participation both in and outside the classroom.

2. Academic Honesty: Cadets are referred to the Cumberland Valley policy and the JROTC Cadet Creed, which simply states that cadets will not engage in dishonesty of any kind. Violation of this policy will, as a *minimum*, result in an official reprimand and a grade of "F" issued for that specific assignment, project or examination. Additional disciplinary measures may be recommended or requested at the instructor's discretion.

3. Rules for Taking Tests: Students will adhere to the following rules during tests.

- Follow all written and verbal instructions
- Do not talk or communicate in any way with other students during examinations.
- Do not use notes, handouts or any other references and/or materials not provided to you by the instructor for use during the examination.
- Do not look at any other student's work during the examination.

- If you have a question during the test, raise your hand and wait quietly for the instructor to come to you.
- When you have completed the test, re-check your work, then turn your paper over, put down your pen/pencil, and sit quietly until given further instructions.

4. Examinations/Quizzes: Quizzes may be given at any time during the course. All material covered during a marking period may be included on a quiz or examination. If a semester exam is given, it will include questions from material covered during both marking periods with an emphasis on material from the most recent marking period.

5. Completing Graded Requirements

a. Assignments/Projects. The student has sole responsibility to use effective time management techniques to prepare and turn in assignments and projects in a timely manner. Unexcused late submissions of assignments/projects WILL affect the student's grade as outlined below. Failure to complete homework assignments and/or projects will be addressed in accordance with the Consequences Fact Sheet outlined in the Cumberland Valley Student Handbook.

b. Make-up Procedures. Cadets must understand and follow the procedures listed below when they are absent from a quiz/test or other graded assignments, or when they fail to submit a graded assignment on time.

(1) If a cadet knows about an absence prior to it happening (e.g., a field trip), he/she will coordinate with the instructor to: (a) take the test or submit the assignment prior to departure or (b) agree on a completion date shortly after returning.

(2) If a student has an unexpected absence (e.g., illness), the student will ask the instructor on the **cadet's first day back in school**, not the next JROTC class, what must be made up. The instructor will establish a new due date, normally allowing additional days equal to the number of days the cadet was absent.

(3) Cadets who do not take tests or submit their assignments on time, and do not have an excused absence, will have their grade reduced as outlined below. Further, cadets will only receive two reminders from the instructor: (a) on the day the test or assignment is due and (b) the next class period. Cadets who are unclear about the status of a test or assignment should talk to the instructor as soon as possible.

Completion Date	Grade Reduction
Same day	5%
Next school day	10%
Two school days late	20%
Three school days late	30%
Four school days late	40%
More than four school days late	Grade of 0% recorded

(4) A cadet may request a make-up for a graded requirement after receiving a grade of 0% for failing to complete it. The make-up must be completed before the end of

the marking period in which the requirement was assigned. The cadet must notify the instructor and arrange a time convenient to the instructor for completing the quiz/test or submitting the assignment. The instructor will determine if a make-up will be allowed. The cadet will receive 50% of the score achieved on the make-up assignment. This policy reinforces the importance of students' completing requirements on time, but gives them the opportunity to master the material and to reduce the impact of the grade on their course average by showing initiative and a renewed commitment to good academic performance.

c. Retake Procedures. A cadet may volunteer to retake a failed quiz after completing a study requirement provided by the instructor. Students may also be offered a re-test by the instructor when special circumstances exist which, through no fault of the student, may have caused the student to fail. Quizzes for retakes will have different questions, but they will be of similar difficulty. The maximum possible grade on a retake is 70%.

7. Excused Absences: Excused absences are defined as absences which occur as a result of conditions or circumstances beyond the control of the student. A pass (signed by an appropriate authority/official) explaining the absence must be presented to the instructor by the student upon his or her return to class. All other absences will be considered as unexcused.

8. JROTC Cadet Creed, Chain of Command, and NCO Support Channel. All cadets will learn the JROTC Cadet Creed, Chain of Command, and NCO Support Channel by the date designated by the instructors in class. This information is provided in Appendices 2, 3, and 4 of this syllabus. Cadets must be able to recite and write this information in its entirety without references or assistance. It may be included as a graded portion of quizzes and other graded assignments throughout the school year.

APPENDIX 1 to LET SYLLABUS (Example of a Lesson Assignment Sheet)

Cadet Smith, William
JROTC, LET 1, Period 4
September 6, 2016

Lesson U1-C1-L1: Army JROTC – The Making of a Better Citizen

Key Terms:
- Cadet. A high school student enrolled in the leadership and citizenship activities through Junior Reserve Officers Training Corps.
- Candor. Impartiality, fairness; frankness, openness.
- Challenges. To arouse the interests of one's actions or efforts; to stimulate; the quality of requiring full use of one's abilities, energy, and resources; to demand identification from someone before they are allowed to enter or pass.
- JROTC. (Junior Reserve Officers Training Corps) – a program that teaches high school students the values of good citizenship while giving them an introduction to the United States Army.
- Mission. A specific job given to a person or group of persons to accomplish.
- Motivate. Provide a need or purpose which causes a person to want to do something.
- Opportunities. A favorable or advantageous circumstance or combination of circumstances.
- Unique. Being the only one of its kind.

Class Notes:
- Knowing the Key Terms is important for doing well on quizzes.
- Cadets must be able to recite and write the Cadet Creed from memory by Oct 1st.
- The mission of JROTC is "To motivate young people to be better citizens."**
- JROTC offers cadets many opportunities and challenges to help them become the best possible citizens, leaders, and students.

End of Lesson Reflections:
I think that it's up to the individual cadet to take advantage of JROTC opportunities and challenges. However, cadets can help each other to do so. I enjoyed the group work in this class the most and think that I learn more effectively by discussing the information with my classmates. The Key Terms were easy to remember after writing them out. I understand the mission of JROTC and want to learn more about leadership opportunities.

APPENDIX 2 to LET SYLLABUS (JROTC CADET CREED)

NOTE: All cadets will learn the JROTC Cadet Creed. Cadets must be able to recite (verbally) and write the creed in its entirety. The creed may be included as a graded portion of ANY EXAMINATION taken by JROTC Cadets throughout the school year.

THE JUNIOR ROTC CADET CREED

I **am an Army Junior ROTC Cadet.**

I **will always conduct myself to bring credit to my family, country, school, and the Corps of Cadets.**

I **am loyal and patriotic. I am the future of the United States of America.**

I **do not lie, cheat, or steal and will always be accountable for my actions and deeds.**

I **will always practice good citizenship and patriotism.**

I **will work hard to improve my mind and strengthen my body.**

I **will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life.**

M**ay God grant me the strength to always live by this creed.**

APPENDIX 3 to LET SYLLABUS (JROTC CHAIN OF COMMAND)

NOTE: All cadets will learn the JROTC Chain of Command. Cadets must be able to recite (verbally) and write the chain in its entirety. The chain may be included as a graded portion of ANY EXAMINATION taken by JROTC Cadets throughout the school year.

JROTC
Chain of Command

President of the United States	**Barack H. Obama**
Secretary of Defense	**Honorable Ashton Carter**
Secretary of the Army	**Honorable Eric Fanning**
Chief of Staff of the Army	**General Mark A. Milley**
Commander, TRADOC	**General David G. Perkins**
Commander, Cadet Command	**MG Christopher Hughes**
Director, Army JROTC	**COL Thomas G. Bell**
Commander, 2d ROTC Brigade	**COL Kenneth Mintz**
Chief, JROTC, 2d ROTC Brigade	**Mrs. Brenda Gainey**
CV JROTC Senior Army Instructor	**COL John Kardos**
Cadet Battalion Commander	**C/LTC Pedro Acosta**
Cadet Company Commander	_____
Cadet Platoon Leader	_____
Cadet Squad Leader	_____
Cadet Team Leader	_____

NOTES:

APPENDIX 4 to LET SYLLABUS (JROTC NCO Support Channel)

NOTE: All cadets will learn the JROTC NCO Support Channel (NCOSC). Cadets must be able to recite (verbally) and write the NCOSC in its entirety. The NCOSC may be included as a graded portion of ANY EXAMINATION taken by JROTC Cadets throughout the school year.

JROTC
NCO Support Channel

Sergeant Major of the Army	**SMA Daniel A. Dailey**
Command Sergeant Major, TRADOC	**CSM David S. Davenport, Sr.**
CSM, Cadet Command	**CSM Gabriel S. Arnold**
Sergeant Major, 2d ROTC Brigade	**CSM Byron C. Larsen**
CV JROTC Army Instructor	**SFC Richard Vargas**
Cadet Battalion Command Sergeant Major	**C/CSM Carson Schulz**
Cadet First Sergeant	_____
Cadet Platoon Sergeant	_____
Cadet Squad Leader	_____
Cadet Team Leader	_____

NOTES: