

James F. Byrnes High School
Professional and Leadership Development
Course Syllabus
2016 – 2017 academic year

Claudia Batichon
Teacher and Athletic Academic Coach
Bachelor of Science – *Appalachian State University*
Master of Science – *Georgia Southern University*
Educational Doctorate (ABD) – *Northcentral University*

Room #: 812
Office Hours: 1:48pm – 3:45pm M, T, W, Th & F
Office number: (864) 949-2355 ext. 7812
Email address: claudia.batichon@spart5.net
Webpage: www.spart5.net/bhsbatichon
Class hours: 7:40 am – 8:00 am Morning school hours
8:10 am – 9:42 am 1st period
9:49 am – 11:25 am 2nd period
11:32 am – 1:41 pm 3rd period
1:48 pm – 3:25 pm 4th period/Planning
3:25 pm – 3:45 pm After school hours

*****Students, you are encouraged to take advantage of my planning period and before school for help with coursework or anything else connected with the course and your progress*****

Course Description

- The purpose of this course is to help students develop leadership skills necessary for success in business careers through effective communications, problem-solving techniques, and managing resources and meetings. The students will develop an understanding of the need for community service as part of their overall civic and professional responsibilities.

Course Objective

- Given the time and resources, the student will be able to master the standards for professional and leadership development in a course that offers one-half unit of credit.

Recommended Grade Levels

- 10-12

Course Credit

- ½ unit

Textbook(s) & Potential Reading/Resources (s)

1. Leadership: Personal Development and Career Success, 3rd Edition (required textbook)
2. 7 Habits of Effective Teens by Sean Covey
3. The Energy Bus by John Gordon
4. The Alchemist - Paulo Coelho
5. How to Win Friends and Influence People - Dale Carnegie
6. The 5 Levels of Leadership - John Maxwell
7. The Difference Maker - John Maxwell
8. Uncommon: Finding Your Path to Significance - Tony Dungy

Required Supplies (you will need these by the of the 1st week)

- 1 – ½ or 1” binder;
- 1 package of college rule loose paper for note taking;
- 1 pack of index cards with lines on one side;
- 1 - Composition rule notebook for journal entry;
- Blue or black ink pens;
- Writing pencils; and
- USB flash drive to save work (1GB or more)

Course Topics

The course will cover the following topics based on SC state standards

Unit 1: Standard B1 – Employability Skills – approx. 1 week

Unit 2: Standard D1-4 & B2 – Employability & Personal Awareness – approx. 2 weeks

Unit 3: Standard B2 & E1-9 – Leadership & Group Dynamics – approx. 1 week

Unit 4: Standard C3-4 – Student Organization – approx. 1 week

Unit 5: Standard F2-6 – Communication Skills – approx. 1 week

Unit 6: Standard H & J – Changing Our Community – approx. 2 week

Potential Clips and Movies

Big Rocks of Life

Coach Carter

Remember the Titans

The Devil Wears Prada

“The 5 Ps”

1. Be **PROMPT**- Arrive to class on-time every day and be in your seat;
2. Come **PREPARED** for class every day with all of the necessary materials (i.e. school supplies & homework);
3. Be **PRODUCTIVE**- Remain on task in class at all times, follow directions, and stay seated unless you have been given permission to do otherwise;
4. Be **PATIENT**- Quietly raise your hand if you have a question or comment and wait calmly for the teacher to respond. Do not whine or complain if the teacher does not respond right away; and
5. Be **POLITE**- Respect yourself, your classmates, and your teachers/substitute with your words and actions. Do not vandalize, destroy, or steal items other people’s personal belongings. Respect your classroom environment.

If a student chooses to ignore the one of the above expectations

1. Warning by teacher (1st time)
2. Parent contact (2nd time)
3. Parent contact & teacher detention (3rd time)
4. Referral to administrator (4th time)

Severity clause: Step 1 – 3 will be ignored and student will be sent to appropriate grade level administrator if the behavior is serious and it requires immediate attention from an administrator (e.g. fighting, foul language, bullying, weapons, inappropriate materials, and etc.)

Attendance / Tardy Policy

- Students are expected to attend school regularly and students are expected to be in class on time. Requirements for attendance are 42/45 days in a 9-week course
- **Maximum Allowed Absences**
 - The SC legislature mandates that **credit for courses be denied** if students’ absences exceed the following limits (3):
 - **Not more than 3 (Type II & Type III) absences in nine-week courses**
- Parents will be contacted on 3rd absence from the course.

Byrnes High School tardy policy - will be reinforced in my class. Students who are not in the classroom when the tardy bell rings will be classified as tardy. Parents will be contacted and referrals will be written.

OFFENSE	CONSEQUENCE
1st	Warning by teacher
2nd	Parent contact by the teacher
3rd	Parent contact and teacher detention
Subsequent Offenses (4 th +)	Referral to administrator

Electronic Policy

- All students are expected to know and remember their Schoology login and password.
- All students are expected to know and remember their Spartanburg District 5 email username and password.
- Students are not allowed to have cell phones out during a lecture without prior permission from the teacher, sub or guest speaker.
- Students are not allowed to work on classroom computers, tablets, or iPads during a lecture without prior permission from the teacher, sub or guest speaker.
- After lecture has been completed and it is time for independent work, students may be permitted to use their electronic device, however, teacher must grant permission first. **This is a privilege that can be taken away at any time if the student is not doing his or her work or seems to be abusing this privilege.**

Restroom Policy

- Students are advised to use the restroom before or after class or in-between class changes. **Students have the opportunity to use the bathroom 4x per nine-weeks in my class.** A bathroom sign-out sheet will be placed by the door.

Make-up Work

- Students will be allowed to make-up work. However, it is the student's job to inquire about what assignments he or she may have missed while out. Again, this is not the teacher's responsibility.
- Make-up assignment(s) will always be due **five days** from the time the student return back to school (e.g. absent Monday, return Tuesday, make-up assignment due following Monday by the end of class).
- **The make-up policy cannot be used to try to get a passing grade at the end of the semester** – for example, students who fail to complete all or majority of assignments throughout the quarter/semester, but try to make-up all assignments at the end (right before report cards or progress reports).
- For each day that an assignment is late beyond the 5 allowed days, 10 points will be deducted.

Grading plan

Coursework will be weighed based on:

- | | |
|--|--|
| 1. Class participation | 6. Classwork / Homework (weighed 1.00) |
| 2. Journal Entries | 7. Quizzes (weighed 1.00) |
| 3. Schoology discussions / assignments | 8. Test (weighed 2.00) – major grade |
| 4. Book reads and responses | 9. Final Exam (20% of final grade) – extreme major grade |
| 5. Projects (weighed 2.00) – major grade | |

New South Carolina Grading Scale – adopted for the 2016-17 academic year

90-100 = A

89-80 = B

79-70 = C

69-60 = D

59-51 or below = F