

**Government and Public Administration Cluster  
MCJROTC Leadership Education IV  
Course Number 28.04400**

**Course Description:**

This is the fourth course of Marine Corps JROTC. The course builds on the foundations developed in level 3 and continues to introduce advanced leadership instruction with emphasis on motivation and discipline. Leadership Education courses at this level provide elevated instruction in leadership, citizenship, personal growth, appearance and responsibility, career awareness, and general military subjects. Basic instruction on military law and land navigation are also introduced. Expanded instruction on rifle safety and marksmanship techniques build on basic instruction at level 2. Physical fitness is enhanced to include planning and supervision. Minimum performance requirements for the course are based on successful completion of competencies according to the national Marine Corps JROTC curriculum.

**Course Standard 1**

**GPA-MCJROTCLEIV-1**

The following standard is included in all CTAE courses adopted for the Career Cluster/Pathways. Teachers should incorporate the elements of this standard into lesson plans during the course. The topics listed for each element of the standard may be addressed in differentiated instruction matching the content of each course. These elements may also be addressed with specific lessons from a variety of resources. This content is not to be treated as a unit or separate body of knowledge but rather integrated into class activities as applications of the concept.

**Standard: Demonstrate employability skills required by business and industry.**

The following elements should be integrated throughout the content of this course.

**1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.**

Person-to-Person Etiquette	Telephone and Email Etiquette	Cell Phone and Internet Etiquette	Communicating At Work	Listening
Interacting with Your Boss	Telephone Conversations	Using Blogs	Improving Communication Skills	Reasons, Benefits, and Barriers
Interacting with Subordinates	Barriers to Phone conversations	Using Social Media	Effective Oral Communication	Listening Strategies
Interacting with Co-workers	Making and Returning Calls		Effective Written Communication	Ways We Filter What We Hear
Interacting with Suppliers	Making Cold Calls		Effective Nonverbal Skills	Developing a Listening Attitude
	Handling Conference Calls		Effective Word Use	Show You Are Listening
	Handling Unsolicited Calls		Giving and Receiving Feedback	Asking Questions
				Obtaining Feedback
				Getting Others to Listen

Nonverbal Communication	Written Communication	Speaking	Applications and Effective Résumés
Communicating Nonverbally	Writing Documents	Using Language Carefully	Completing a Job Application
Reading Body Language and mixed Messages	Constructive Criticism in Writing	One-on-One Conversations	Writing a Cover Letter
Matching Verbal and Nonverbal communication		Small Group Communication	Things to Include in a Résumé
Improving Nonverbal Indicators		Large Group Communication	Selling Yourself in a Résumé

## Georgia Department of Education

Nonverbal Feedback		Making Speeches	Terms to Use in a Résumé
Showing Confidence Nonverbally		Involving the Audience	Describing Your Job Strengths
Showing Assertiveness		Answering Questions	Organizing Your Résumé
		Visual and Media Aids	Writing an Electronic Résumé
		Errors in Presentation	Dressing Up Your Résumé

### 1.2 Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.

Teamwork and Problem Solving	Meeting Etiquette
Thinking Creatively	Preparation and Participation in Meetings
Taking Risks	Conducting Two-Person or Large Group Meetings
Building Team Communication	Inviting and Introducing Speakers
	Facilitating Discussions and Closing
	Preparing Visual Aids
	Virtual Meetings

### 1.3 Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.

Problem Solving	Customer Service	The Application Process	Interviewing Skills	Finding the Right Job
Transferable Job Skills	Gaining Trust and Interacting with Customers	Providing Information, Accuracy and Double Checking	Preparing for an Interview	Locating Jobs and Networking
Becoming a Problem Solver	Learning and Giving Customers What They Want	Online Application Process	Questions to Ask in an Interview	Job Shopping Online
Identifying a Problem	Keeping Customers Coming Back	Following Up After Submitting an Application	Things to Include in a Career Portfolio	Job Search Websites
Becoming a Critical Thinker	Seeing the Customer's Point	Effective Résumés:	Traits Employers are Seeking	Participation in Job Fairs
Managing	Selling Yourself and the Company	Matching Your Talents to a Job	Considerations Before Taking a Job	Searching the Classified Ads
	Handling Customer Complaints	When a Résumé Should be Used		Using Employment Agencies
	Strategies for Customer Service			Landing an Internship
				Staying Motivated to Search

### 1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.

Workplace Ethics	Personal Characteristics	Employer Expectations	Business Etiquette	Communicating at Work
Demonstrating Good Work Ethic	Demonstrating a Good Attitude	Behaviors Employers Expect	Language and Behavior	Handling Anger
Behaving Appropriately	Gaining and Showing Respect	Objectionable Behaviors	Keeping Information Confidential	Dealing with Difficult Coworkers
Maintaining Honesty	Demonstrating Responsibility	Establishing Credibility	Avoiding Gossip	Dealing with a Difficult Boss
Playing Fair	Showing Dependability	Demonstrating Your Skills	Appropriate Work Email	Dealing with Difficult Customers
Using Ethical Language	Being Courteous	Building Work Relationships	Cell Phone Etiquette	Dealing with Conflict
Showing Responsibility	Gaining Coworkers' Trust		Appropriate Work Texting	

## Georgia Department of Education

Reducing Harassment	Persevering		Understanding Copyright	
Respecting Diversity	Handling Criticism		Social Networking	
Making Truthfulness a Habit	Showing Professionalism			
Leaving a Job Ethically				

### 1.5 Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills.

Expected Work Traits	Teamwork	Time Management
Demonstrating Responsibility	Teamwork Skills	Managing Time
Dealing with Information Overload	Reasons Companies Use Teams	Putting First Things First
Transferable Job Skills	Decisions Teams Make	Juggling Many Priorities
Managing Change	Team Responsibilities	Overcoming Procrastination
Adopting a New Technology	Problems That Affect Teams	Organizing Workspace and Tasks
	Expressing Yourself on a Team	Staying Organized
	Giving and Receiving Constructive Criticism	Finding More Time
		Managing Projects
		Prioritizing Personal and Work Life

### 1.6 Present a professional image through appearance, behavior and language.

On-the-Job Etiquette	Person-to-Person Etiquette	Communication Etiquette	Presenting Yourself
Using Professional Manners	Meeting Business Acquaintances	Creating a Good Impression	Looking Professional
Introducing People	Meeting People for the First Time	Keeping Phone Calls Professional	Dressing for Success
Appropriate Dress	Showing Politeness	Proper Use of Work Email	Showing a Professional Attitude
Business Meal Functions		Proper Use of Cell Phone	Using Good Posture
Behavior at Work Parties		Proper Use in Texting	Presenting Yourself to Associates
Behavior at Conventions			Accepting Criticism
International Etiquette			Demonstrating Leadership
Cross-Cultural Etiquette			
Working in a Cubicle			

### Support of CTAE Foundation Course Standards and Georgia Standards of Excellence L9-10RST 1-10 and L9-10WHST 1-10:

Georgia Standards of Excellence ELA/Literacy standards have been written specifically for technical subjects and have been adopted as part of the official standards for all CTAE courses.

## Course Standard 2

### GPA-MCJROTCLEIV-2

**Students will demonstrate the principles of motivation and discipline and understand the role of officers in the chain of command.**

- 2.1 Identify the factors that motivate individuals.
- 2.2 Explain the principles of motivation.
- 2.3 Explain the effects of high or low morale on a unit.
- 2.4 Identify indicators of morale and the techniques to improve morale in your unit.
- 2.5 Identify the indicators of discipline and the techniques to improve discipline in your unit.
- 2.6 Explain the need for individual practice and individual training.
- 2.7 Describe the purpose of training as a team.
- 2.8 Know and explain the definition of proficiency.

- 2.9 Describe the various roles of officers.
- 2.10 Understand their responsibilities as leaders.

### Course Standard 3

#### GPA-MCJROTCLEIV-3

**Students will compare and contrast the various political and economic systems of government and differentiate between them.**

- 3.1 Discuss with supported opinions newsworthy events happening in present time with consideration to relevance, magnitude, unexpectedness, impact, oddity, reference to famous and important people, conflict, reference to negativity, continuity, emotions, and progress.
- 3.2 Differentiate between service and volunteerism.
- 3.3 Distinguish between various forms of political governments including democracy, republic, monarchy, theocracy, and totalitarian and give examples of each.
- 3.4 Explain the meanings of terms related to Capitalism, Communism, and Socialism.
- 3.5 Demonstrate an understanding of the differences between Capitalism, Communism, and Socialism.
- 3.6 Identify the significant historical events in the history of the United States Flag.
- 3.7 Explain the significance of the stars, stripes, and colors on the United States Flag.
- 3.8 Explain the significance of the key figures involved in the development of the United States Flag.
- 3.9 Recognize the symbols within the Great Seal.
- 3.10 State what the symbols represent.
- 3.11 Identify important dates in the history of the Great Seal.
- 3.12 Name those responsible for the design of the Great Seal.
- 3.13 State how the Great Seal is officially used.
- 3.14 Identify the positive effects of volunteerism in American society.
- 3.15 Participate in community, school, and public affairs events.

### Course Standard 4

#### GPA-MCJROTCLEIV-4

**Cadet will demonstrate appropriate level writing skills through the writing of essays as well as evaluate the skills of other cadets.**

- 4.1 Write an essay using effective writing skills.
- 4.2 Critique the essay of another cadet.
- 4.3 Participate in challenging physical training.
- 4.4 Plan and conduct a physical fitness training session.
- 4.5 Cadets are evaluated using the National Youth Physical Fitness Test.
- 4.6 Cadets are evaluated using the Marine Corps Physical Fitness Test.

### Course Standard 5

#### GPA-MCJROTCLEIV-5

**Students will explore potential careers and complete a job application and practice the interview process.**

- 5.1 Explore various career possibilities.
- 5.2 Complete a job application.
- 5.3 Participate in a job interview.
- 5.4 Participate in community service programs with the ROTC program or with other community service organizations.

## Course Standard 6

### GPA-MCJROTCLEIV-6

**Students will demonstrate a knowledge of military customs and courtesies, differentiate the rank insignia of other services and other service JROTC programs, and expand their knowledge of Marine Corps history. At this level, cadets will receive introductory courses in military law and land navigation. Rifle safety will be emphasized during marksmanship qualification.**

- 6.1 Demonstrate proper procedures for entering vehicles and boarding Naval vessels.
- 6.2 Interpret individual Navy ranks and insignia.
- 6.3 Interpret individual JROTC ranks and insignia.
- 6.4 Interpret the causes of World War I and Marine involvement in the war.
- 6.5 Know the Marine Corps traditions that resulted from action during World War I.
- 6.6 Understand the need and the Uniform Code of Military Justice.
- 6.7 Know who is subject to the Uniform Code of Military Justice.
- 6.8 Explain the purpose of non-judicial punishment and the circumstances of how it is imposed.
- 6.9 Identify the rights listed in an Article 31 warning.
- 6.10 Know the 3 types of courts martial.
- 6.11 Understand the jurisdiction, composition, and punishments related to types of courts martial.
- 6.12 Demonstrate a basic knowledge of Map Reading and land navigation.
- 6.13 Understand rules and procedures for safe range operation.
- 6.14 Demonstrate rules for safe firearm handling.
- 6.15 Fire the .177 air rifle for qualification.

## Course Standard 7

### GPA-MCJROTCLEIV-7

**Students will discern the purpose and objectives of basic drill and Marine Corps Ceremonies and demonstrate proficiency in teamwork, confidence, pride, alertness, and attention to detail through basic drill.**

- 7.1 Engage in weekly organized physical training.
- 7.2 Participate in weekly organized drill practice.
- 7.3 Manipulate individual positions.
- 7.4 Demonstrate basic formations as part of a unit.
- 7.5 Interpret and react to voice commands.
- 7.6 Demonstrate basic weapons manipulation.
- 7.7 Demonstrate basic weapons manipulation while marching.
- 7.8 Exemplify Espirit De Corps by drilling with confidence.
- 7.9 Participate in MCJROTC Change of Command Ceremony.