Government and Public Administration Cluster
MCJROTC Leadership Education VII
Course Number 28.04700

Course Description:
This is the seventh course of Marine Corps JROTC. It includes classroom instruction and practical application of more advanced tasks included in the training cadets and managing assets. The course emphasizes the application of the skills acquired in the first six Leadership Education courses and provides the cadet with practical experience in leadership experiences. Performance requirements for the course are based on successful completion of competencies according to the national Marine Corps JROTC curriculum. Successful completion of at least three units of credit in the Marine Corps JROTC program qualify the student for advanced placement in a college ROTC program or accelerated promotion in the military services.

Course Standard 1

GPA-MCJROTCLEVII-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

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	

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-MCJROTCLEVII-2
The cadet will develop leadership skills required to positively resolve conflicts within a group.
   2.1   Define conflict.
   2.2   Identify causes of conflict.
   2.3   Describe the role of leadership in conflict resolution.
   2.4   Explain how leadership contributes to conflict.
   2.5   Identify the role of communication skills in conflict resolution.

Course Standard 3

GPA-MCJROTCLEVII-3
The cadet will assess equal opportunity, sexual harassment, and fraternization.

3.1 Define equal opportunity, sexual harassment, and fraternization.
3.2 Compare and contrast the responsibilities of leaders and supervisors, regarding equal opportunity, sexual harassment, and fraternization.
3.3 Explain the Marine Corps policy on fraternization.
3.4 Summarize the three types of sexual harassment.
3.5 Discuss the objectives of the Marine Corps Equal Opportunity Program.
3.6 Discuss methods for ensuring equal opportunity.

Course Standard 4

GPA-MCJROTCLEVII-4
The cadet will discover noteworthy contributions of selected Americans throughout history.

4.1 Recognize the names of select American contributors and explain their accomplishments.
4.2 Discuss what it means to be a contributor.
4.3 Give examples of American achievements.

Course Standard 5

GPA-MCJROTCLEVII-5
The cadet will prepare and instruct a period of instruction.

5.1 Use the five critical elements in preparing to teach.
5.2 Explain the three parts of a learning objectives.
5.3 Describe the use of training aids in instruction.
5.4 Demonstrate the eight tips for lesson planning.
5.5 Recognize the four phases of a lesson plan and the three components of each phase.
5.6 Develop at least three learning activities for each phase.
5.7 Describe "Cooperative Learning Strategy".

Course Standard 6

GPA-MCJROTCLEVII-6
The cadet will compose a formal research paper.

6.1 Select a topic for a research paper.
6.2 Develop a thesis statement.
6.3 Develop an outline for a research paper.
6.4 Research data pertaining to the topic of the research paper.
6.5 Prepare proper endnotes and references.

Course Standard 7

GPA-MCJROTCLEVII-7
The cadet will discriminate all standard uniform items.

7.1 Conduct a personnel inspection.
7.2 Evaluate junior cadets' ability to conform to established standards.
7.3 Describe the standard formation used for conducting inspections.

Course Standard 8

GPA-MCJROTCLEVII-8
The cadet will characterize the Marine Air-Ground Task Force (MAGTF) organization.

8.1 Describe the MAGTF.
8.2 Explain the four elements of a MAGTF.
8.3 Compare the three types of MAGTFs.
8.4 Describe Special Purpose MAGTF.

Course Standard 9

GPA-MCJROTCLEVII-9
The cadet will construct a chronology of the Marine Corps actions from 1946 to 1965.
  9.1   Explain Marine Corps organizational developments during the "Cold War".
  9.2   Describe the Truman Doctrine, the Marshall Plan, and the Eisenhower policies toward communism.
  9.3   Describe Marine Corps involvement in the Korean War.
  9.4   Explain the conclusion of the Korean War and the long-term effect on the Asian region.

Course Standard 10

GPA-MCJROTCLEVII-10
The cadet will demonstrate map reading, terrain appreciation and compass skills on an orienteering course.
  10.1   Describe "orienteering" and its origins.
  10.2   Differentiate between the six types of orienteering courses.
  10.3   Demonstrate the five-step process to determine the direction of travel.
  10.4   Demonstrate the five movement techniques used in orienteering.
  10.5   Explain three control areas and five safety aspects used in orienteering.
  10.6   Develop and operate a compass course.
  10.7   Demonstrate proper orienteering techniques and map reading/land navigation skills.