Government and Public Administration Cluster
MCJROTC Leadership Education V
Course Number 28.04500

Course Description:
This is the fifth course of Marine Corps JROTC. It includes classroom instruction and practical application of instructed tasks. Completion of the LEI through LEIV course is prerequisite. The course builds, refines and introduces cause and effect relationships dealing with the foundations attained in previous leadership classes (leadership, citizenship, personal growth and responsibility, and general military subjects), with increased emphasis in the area of general Marine Corps subjects and leadership instruction. Career exploration, financial management and responsibility, and relationships with other military services are introduced. 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-MCJROTCLEV-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-MCJROTCLEV-2
Students will acquire skills necessary to conduct individual mentoring and team training.
2.1   Identify the roles and responsibilities in a mentoring relationship.
2.2   Indicate the tools necessary for successful mentoring.
2.3   Design a Lesson Plan.
2.4   Identify required items for Leadership Training.

Course Standard 3

GPA-MCJROTCLEV-3
Students will describe the importance of inspections and evaluations.
   3.1   Explain the difference between an inspection and an evaluation.
   3.2   Describe the purpose of an inspection.
   3.3   Describe the purpose of an evaluation.
   3.4   Explain the importance of standards.
   3.5   Relate inspections and evaluations to personal career growth.

Course Standard 4

GPA-MCJROTCLEV-4
Students will identify the steps in planning and conducting community, school, and public affairs events.
   4.1   Identify the steps involved and the sequence of planning an event.
   4.2   Create and apply a checklist of planning activities.
   4.3   Evaluate the successes and failures incurred in event planning.

Course Standard 5

GPA-MCJROTCLEV-5
Students will demonstrate proper service etiquette.
   5.1   Explain service etiquette.
   5.2   Demonstrate how to properly introduce individuals, using correct titles and military ranks when appropriate.
   5.3   Recognize the information that should be included on an invitation.
   5.4   Explain the meaning of, and how to respond to R.S.V.P. on an invitation.
   5.5   Employ the guidelines for writing a thank you note.
   5.6   Employ proper saluting practices.
   5.7   Identify the four basic elements included in a military funeral.
   5.8   Describe the sequence of events for rendering honors during an official visit.
   5.9   Describe the basic elements of a dining-in.

Course Standard 6

GPA-MCJROTCLEV-6
Students will learn to make effective financial decisions.
   6.1   Explain the steps in the financial planning process, the difference between needs and wants, how values affect needs and wants, how to develop written and meaningful goals and how decisions affect goals.
   6.2   Describe the relationships between career factors (how education and training affect earning potential); identify career options; and demonstrate awareness of future financial decisions affected by career choices.
   6.3   Recognize effective money management.
   6.4   Explain the benefits of saving and investing.

Course Standard 7

GPA-MCJROTCLEV-7
Students will identify community service, state and federal service occupations that offer a career path.
   7.1   Describe community, state, and federal services.
   7.2   Identify community, state, and federal service occupations.
   7.3   Relate community, state, and federal service occupations to their own career goals.

Course Standard 8

GPA-MCJROTCLEV-8
Students will describe military service benefits.
- 8.1   Explain the meaning of military service.
- 8.2   Describe military service benefits.

Course Standard 9

GPA-MCJROTCLEV-9
Students will identify the rank insignia used by the Army, Marine Corps, and Air Force of the United States.
- 9.1   Identify commissioned officer, warrant officer and enlisted rank, grade, and insignia.
- 9.2   Differentiate the rank insignias used in the various services.
- 9.3   Identify officer and enlisted rank structure in proper sequence.

Course Standard 10

GPA-MCJROTCLEV-10
Students will prepare a chronology of Marine Corps activities between 1919 and 1941.
- 10.1   Identify key Marine Corps individuals.
- 10.2   Describe events involving Marines in specific locations around the world.
- 10.3   Explain terms related to Marine Corps activity during the 1919-1941 period.
- 10.4   Explain the development and impact of Marine Corps aviation during the 1919-1941 period.