

**Government and Public Administration Cluster  
MCJROTC Leadership Education III  
Course Number 28.04300**

**Course Description:**

This is the third course of Marine Corps JROTC. It includes classroom instruction and practical application of instructed skills. The course builds on the foundations developed in the initial courses and begins to develop more advanced leadership skills. Leadership Education courses at this level provide elevated instruction in the basics of leadership, citizenship, personal growth, appearance and responsibility, and additional instruction and practical application general military subjects. An introduction to career awareness is also introduced. Emphasis is on development of leadership skills, citizenship, physical training and drill. 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-MCJROTCLEIII-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

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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

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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-MCJROTCLEIII-2

**Students will apply the leadership principles, the objectives of leadership, and understand the application and differences in authority, responsibility, and accountability.**

- 2.1 Differentiate between the 11 leadership principles.
- 2.2 Correlate the 11 leadership principles to the promotion of effective leadership.
- 2.3 Compare and contrast responsibility, authority, and accountability.
- 2.4 Recognize the origins of the Non-Commissioned Officer (NCO) rank.
- 2.5 Identify the five purposes of the NCO.
- 2.6 Characterize the relationship between officers and enlisted Marines.

### Course Standard 3

#### GPA-MCJROTCLEIII-3

**Students will keep up to date with current events, discern the basic organization of the U. S. government, and know the requirements and process of becoming an American citizen.**

- 3.1 Characterize the major freedom documents of the United States according to their characteristics and content.
- 3.2 Compare and Contrast the three branches of Federal Government.
- 3.3 Distinguish between the three methods of obtaining citizenship.
- 3.4 Identify the qualifications for citizenship.
- 3.5 Take the U.S. Citizenship Test.
- 3.6 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.
- 3.7 Distinguish between viable and nonviable news sources.

### Course Standard 4

#### GPA-MCJROTCLEIII-4

**Students will evaluate the importance of physical fitness, physical training, health, hygiene, and nutrition; and have a basic knowledge of suicide prevention.**

- 4.1 Plan and conduct a physical fitness training session.
- 4.2 Participate in challenging physical training.
- 4.3 Cadets are evaluated using the National Youth Physical Fitness Test.
- 4.4 Cadets are evaluated using the Marine Corps Physical Fitness Test.
- 4.5 Explain in detail the requirements for personal hygiene.
- 4.6 Recognize warning signs of potential suicide and identify where to seek assistance.
- 4.7 Apply coping skills for stress management.
- 4.8 Prepare and present an informative speech.

### Course Standard 5

#### GPA-MCJROTCLEIII-5

**Students will understand the job application process and the proper conduct of a job interview.**

- 5.1 Explain the importance of filling out a job application.
- 5.2 Understand the do's and don'ts of job interviews.
- 5.3 Participate in community service programs with the JROTC program or with other community service organizations.

### Course Standard 6

#### GPA-MCJROTCLEIII-6

**Students will demonstrate proper Marine Corps grooming standards, demonstrate the customs and courtesies associated with the U. S. flag, demonstrate a basic knowledge of sea service terminology, and demonstrate a basic knowledge of early Marine Corps history.**

- 6.1 Exhibit proper MCJROTC grooming standards.
- 6.2 Use established sea service terms.
- 6.3 Distinguish significant symbols of the Marine Corps.
- 6.4 Characterize customs, courtesies and displays of the United States flag.
- 6.5 Research notable Marine Corps battles between 1865 and 1916.
- 6.6 State the significance of the Pledge of Allegiance.
- 6.7 Describe in detail Interior Guard.
- 6.8 Interpret between the eleven General Orders.
- 6.9 Compare and contrast General Orders and Special Orders.

## Course Standard 7

### **GPA-MCJROTCLEIII-7**

**Students will differentiate the purposes and objectives of basic drill and Marine ceremonies and demonstrate proficiency in teamwork, confidence, pride, alertness, and attention to detail through basic drill.**

- 7.1 Participate in weekly organized physical training.
- 7.2 Engage in weekly discussions of current events.
- 7.3 Participate in weekly organized drill practice.
- 7.4 Participate in organized marksmanship training.
- 7.5 Participate in Marine Corps Birthday Ceremony.
- 7.6 Prepare and wear the Blue Dress Uniform as required.