**Course Title:** ASB Activities
**School:** Mountain View High School
**UC/CSU requirement:** G - Elective, 10 credit hours
**Textbook and/or other learning resources:**
Burchard, B. (2008). *The student leadership guide* (4th ed.). Experts Academy.

**Course Description/Student Learning Outcomes:**

ASB Leadership is designed to provide existing student leaders the opportunity to facilitate the Student Government program. It is a project- based course intended to provide time for Associated Student Body (ASB) members to accomplish their goals and duties as representatives of the student body. Students will further utilize their established leadership skills in goal setting, time management, organization, communication, school and community service, interpersonal relations, problem solving, team building, evaluation, and reflection. They will use reading and writing to keep their understanding of different leadership styles up-to-date and further refine effective techniques for presenting their ideas to others.

**Course Outline/Units of Study:**

The course includes the following units/learning components:
- Communications
- Personal and Social Development
- Civic and Service Learning
- Government
- Business and Finance
- Technology and Digital Citizenship

**Assessment and Grading (**[BP 5121](#) / [AR 5121](#)**):** To ensure that every student has an equal opportunity to demonstrate their learning, the course instructors implement aligned grading practices and common assessments with the same frequency.

1. Grading categories and their percentage weights:

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| **Service & Spirit**<br>Each quarter, this is our way of being active members of our community. We learn and acquire life skills and knowledge, as well as provide a service to those who need it most. This kind experience has a lasting, positive impact on society at large, helping students foster thinking about others and outside of their immediate needs.<br>Additionally, this is the "effort" portion of your grade; it is determined primarily by **planning, setup, attendance and clean up at required Events**; this is based on whether the leader is physically present and participating in the events or not. We will always tell you what is REQUIRED (ie: listed on Leadership Contract). There are certain events that **must** happen, no matter your other commitments or conflicts, that the student leaders **must** assist with or work. | 40% |
| **Professionalism**<br>This is the "quality" portion of your grade: your preparedness for your own event, completion of all responsibilities, **adequate use of class time, and actual success achieved schoolwide**. **Were you committed above and beyond expectations, or did you need to be continually motivated and redirected?** You will self-evaluate and peer-evaluate accomplished goals/activities, and the teacher will note progress, as well, on a bimonthly basis or sooner in SIS.<br>It also includes the foundational attendance and engagement during class time:<br>• Daily class attendance (no tardies, leaving early, side trips/"visits," or wasting time)<br>• Focus and participation during meeting time<br>• Disruption or distractions (e.g., being on your phone during meeting time) = loss of grade % | 40% |

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| ● _**ASB Digital Handbook/Canvas Assignments:**_ Leaders are expected to maintain **ASB Handbook Shared Google Folder/Canvas Assignments** with the leadership team that has all documentation you will need one day to mentor your successor, or to improve upon your event or activity in the future.<br>  ● Put in **at least one copy** of any **flyers, letters, memos, dance tickets**, etc. Add photos of large banners, work in progress and the final products (bake sale, decoration days, etc.)<br>  ● Put in **copies** of **bills, supply orders, purchase orders**, etc. so that people can see what was purchased, for what price, and from what vendor. Scan or take pictures to include these.<br>  ● Include a **letter to your successor**, detailing all the deltas and positives from your event eval. Be certain to clearly state all your <u>suggestions</u> for guaranteeing success. Include any **<u>hints</u>** you wish you had known before starting. If such a page already exists in past files, use those tips as well. Make sure all hyperlinks to files, pics, etc. are included here.<br>  ● Your most critical page lists the steps taken for the Event with a "**timeline"** included. Be sure to put your **NAME**, **DATE**, **TIME** and **LOCATION** the event was held. You will be remembered by future LEADERS! Put in the class **debrief** as part of the file; see the SCL Secretary if you need it. | |
| **Leadership Development**<br>This is the leadership skill learning, practice and documentation portion of the grade and includes the following:<br>● maintaining leaders binder<br>  ○ Leadership lessons<br>  ○ Event Planning<br>● Engagement during business meeting time and sub-committee meeting time _(proactively and regularly contributing to discussions by asking/making thoughtful, on-topic comments/questions)_<br>● Compliance with class policies _(including not eating in class and, not having devices out during non-work time, not doing homework for other classes during work time)_ | 20% |

2. Achievement evidence collected within each grading category: May include but is not limited to exams/quizzes, projects, reports, presentations, events, etc.

3. Grading scales:
   - A        90-100%
   - B        80-89.99%
   - C        70-79.99%
   - D        60-69.99%
   - F        0-59.99%

4. Homework/outside of class practices ([AR 6154](#)): Most outside of class work will come from running events or volunteering for events. Up to 30 minutes of additional written work may be required per week for leadership development assignments.

5. Excused absence make-up practices ([Education Code 48205(b)](#)): Please see school policy.

6. Academic integrity violation practices ([MVHS Academic Integrity Policy](#)): Please see school policy.

7. Late work practices: No late work accepted. Students who miss work as a result of an excused absence must communicate with the teacher within 3 days of returning to school to come up with an individual plan regarding missed work. Quarterly Timecard is the only exception. Quarterly Timecard will incur a 10% day penalty per late day with no acceptance after day 3.

8. Revision practices: No revisions.

9. Extra credit practices: No extra credit.

10. Additional grading practices: Missed mandatory events with an excused absence can be made up on a case by case basis.

11. LMS Used: Canvas

**Instructors' email addresses:**

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**Additional information:**