

DEPARTMENT OF BUSINESS
SILVERTON HIGH SCHOOL
FBLA LEADERSHIP



INSTRUCTOR INFORMATION:
Ms. Towery
Business Teacher
FBLA Adviser

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CLASSROOM:
C-132

COURSE DESCRIPTION: Students will obtain leadership experience by assuming officer responsibilities as well as planning and organizing FBLA chapter activities. This course will focus time on leadership curriculum, planning fundraising events, organizing chapter events and activities, and fulfilling FBLA officer responsibilities.

CREDITS: .5 **PREREQUISITES:** None

MEASURABLE STUDENT LEARNING OUTCOMES:

1. Plan and organize a variety of chapter events and activities.
2. Reflect upon individual and group performance.
3. Discuss professional and ethical aspects of being a leader.
4. Design and implement a variety of goals.
5. Define and demonstrate effective leadership.
6. Select and apply strategies or ideas to improve productivity in the chapter.
7. Organization of resources for future leadership.
9. Demonstrate a strong work ethic.

COURSE REQUIREMENTS

1. Attend class and participate fully.
2. Students will be required to complete the following assignments:
 - a. Maintain an organized officer binder
 - b. Develop and update a resource file
 - c. Weekly goals and duties worksheet
 - d. Learning Activities Projects
 - e. FBLA Participation
 - f. Business Achievement Award progression
 - g. Completion of officer responsibilities
3. Officer responsibilities extend beyond class time and will require participation during FBLA chapter events outside of school.

ASSIGNMENTS:

- a. Officers will receive a binder to help with their responsibilities which include, but aren't limited to: organizing and planning events, taking minutes during officer meetings, and submitting weekly goals and records of completed tasks. These binders will be checked **once a month** for organization and utilization.

- b. Each officer will be responsible for developing a resource file on Google Drive and keeping it updated with their work which they can easily pass down to the next officer. This will be part of the final grade.
- c. Every week, officers are to complete their weekly goal(s) on Monday and record their tasks completed during the week which will be turned in on Fridays for a grade.
- d. Learning Activities Projects are broad in description and can include FBLA meetings, fundraisers, etc. Officers will have their chance to be in charge of a chapter event or activity. Upon completion of the event, a reflection and suggestion list will be submitted.
- e. As an officer, participation in FBLA events is part of the responsibilities associated with the position which they will also receive class credit for.
- f. Business Achievement Awards are a major component to FBLA membership. Officers will identify their intended progression on BAA's and receive credit for completing.
- g. Officers will be evaluated on their timeliness and effort in completing their officer tasks.

ACTIVE CLASSROOM PARTICIPATION AND PROFESSIONALISM:

It is an honor and a privilege to serve the FBLA members as an officer. That elected position comes with additional responsibility and a higher expectation of professionalism. As an officer of the Silverton FBLA Chapter, you represent Oregon FBLA, Silverton High School and the community, as well as your adviser. It is important to conduct oneself appropriately and professionally. Failure to abide by Officer and School Code of Conducts may result in consequences that include removal of office.

EVALUATION OF STUDENT PERFORMANCE:

ASSIGNMENT		Points Possible	Points Earned
Weekly Goals and Tasks	Week 1	15	
	Week 2	15	
	Week 3	15	
	Week 4	15	
	Week 5	15	
	Week 6	15	
	Week 7	15	
	Week 8	15	
	Week 9	15	
	Week 10	15	
	Week 11	15	
	Week 12	15	
	Week 13	15	
	Week 14	15	
	Week 15	15	
	Week 16	15	
	Week 17	15	
	Week 18	15	
	TOTAL	270	

Officer Binder Check	Sept.	20	
	Oct.	20	
	Nov.	20	
	Dec.	20	
	Jan.	20	
	TOTAL	100	
Learning Activities Project		100	
FBLA Participation		100	
Business Achievement Award Progression		100	
Completion of Officer Responsibilities		100	
Resource File Contributions to Google Drive		100	
Total		870	

GRADING:

The following grading scale points will be utilized to award letter grades:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = Below 60%

EXPECTATIONS FOR STUDENT CONDUCT: Officers will be expected to conduct themselves in a professional manner. Academic dishonesty such as plagiarism and cheating or stealing will not be tolerated. Therefore, students are expected to be honest and ethical in their work. Failure to do so may result in probation or removal of office.

- * **CHEATING**- use or attempted use of unauthorized materials, information or study aids,
- * **FABRICATION**- falsification or invention of any information,
- * **ASSISTING**- helping another commit an act of academic dishonesty,
- * **TAMPERING**- altering or interfering with evaluation instruments and documents, or
- * **PLAGIARISM**- representing the words or ideas of another person as one's own.