

Student Leadership Program Summary

This tutorial is designed for eligible 7th and 8th grade middle school students aspiring to participate in the Student Leadership Program that offers positions such as office workers, teacher's assistants, library assistants, and peer tutors as their elective. Once screened for eligibility, students then will complete the tutorial (initial training) to understand the importance of leadership and the rigorous expectations of the program.

Student objectives:

- (1) Explain what it means to be a good leader and list their tasks, expectations, and grading criteria.
- (2) Review the nine essential character traits expected from a good leader.
- (3) Be prepared with an idea for their mandatory service-learning project.
- (4) Independently follow directions, practice taking notes while reading, review information from an interactive tutorial, and seek help if they need clarification.

The student will be assessed using a quiz that provides a feedback summary for error analysis. The tutorial's interactivity and self-paced nature will help students independently learn or review information. The quiz summary will help the student as well as the program supervisor examine and evaluate areas that need further clarification or teaching.

Once the tutorial is developed and implemented, it will run at minimal cost, while the old method of direct teaching required between 30 minutes – 1 hour of the program supervisor's time per student.

Storyboard Number: T1

Program Name: Student Leadership Program Tutorial

Author: Anonymous

Date: 3/17/2010

Comments

Student Leadership Program Tutorial



This self-paced interactive tutorial will provide detailed information on the role of a student leader on campus and a review of important character traits you need to possess to be a successful citizen and leader. Please click on the arrow when you are ready to start →

- Display heading in 24 point Arial bold (black), red font where indicated.
- Keep white background throughout the demo.
- Use rectangular borders for headings with a light blue background for all 10 screens.
- Display introduction in 18 point Arial.
- All images were taken from Word 2007 clip art . Please cut and paste from powerpoint.
- The → will lead to board T2.

Storyboard Number: T2

Program Name: Student Leadership Program Tutorial

Author: Anonymous

Date: 3/17/2010

Comments

Objectives

By the end of this tutorial, you will be able to:

- (1) Explain what it means to be a good leader and list your tasks, expectations, and grading criteria.
- (2) Review the nine essential character traits expected from a good leader.
- (3) Be prepared with an idea for your service-learning project.

- Display heading in 20 point (bold) Arial.
- Display objectives information in 18 point Arial.
- List of objectives to appear on mouse click.

- Exit to board E1.
- Back to board T2.
- Next to board D1.

- **Note:** Buttons were created using “Insert shapes – round edged rectangles” while the symbols above the text within the buttons were created using “Insert symbol: webdings” – (if you can’t recreate the samples on the left, you may use standard buttons instead of the ones displayed depending on the program you use to create this tutorial).



Exit



Back



Next

Storyboard Number: D1

Program Name: Student Leadership Program Tutorial

Author: Anonymous

Date: 3/17/2010

Comments

User Identification

Please enter your full name below so that the computer can identify you if you choose to exit before completing this tutorial:

✕
Exit


Home

◀
Back

▶
Next

- Display heading in bold 20 point Arial.
- Display instructions in 18 point Arial.
- Exit to board E1.
- Home to board T1.
- Back to board T2.
- Next to board D2.
- **Note:** If using Flash, please use user interface components codes for the light green box – Actionscript(Window -> Component Inspector:TextInput).

Storyboard Number: D2

Program Name: Student Leadership Program Tutorial

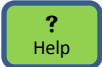
Author: Anonymous

Date: 3/17/2010

Comments

Directions



- This tutorial is divided into three categories:
 - (1) Policies and Procedures
 - (2) Character Traits
 - (3) Mandatory Project
- Please review the information provided **in all three categories** before proceeding to take the open book quiz.
- You will qualify for a student leadership position (Office Worker, Teacher's Assistant, Library Assistant, or Peer Tutor) **if you score 80% or above** on the quiz.
- You **may take notes** and **use them** while attempting the quiz.
- You can click on  from anywhere in the tutorial if you wish to come back to this screen.

- Display heading in bold 22 point Arial.
- Display instructions in 14 point Arial (black). And important, key information in red color where indicated.
- Every bullet should appear on mouse click.

- Exit to board E1.
- Home to board T1.
- Back to board D1.
- Next to board T3.



Exit



Home



Back



Next

Storyboard Number: T3

Program Name: Student Leadership Program Tutorial

Author: Anonymous

Date: 3/17/2010

Comments

Menu

What makes
a good
leader?



?
Help

Character
Traits



Mandatory
Project



Ready
for
Quiz

Please complete all three categories before
taking the quiz.



Exit



Home



Back



Next

- Display heading in bold 20 point Arial.
- Display instructions in 18 point Arial (red).
- Whole screen to appear on mouse click from D2.
- Banner icons for three categories should be action embedded buttons which will change color when completed. For demo purposes only “What makes a good leader” will be activated. Banner icons were made using **Powerpoint – insert – shapes – stars and banners.** (background color - tan , background 2 - 25%)
- “What makes a good leader?” banner button to board P1.
- “Character Traits” banner button to board C1 (not activated for demo).
- “Mandatory Project” banner button to board M1 (not activated for demo).
- “Ready for Quiz” banner button to board Q1 (not activated for demo).
- Exit to board E1.
- Help to board D2.
- Home to board T1.
- Back to board D2.
- Next to board P1.

Storyboard Number: P1

Program Name: Student Leadership Program Tutorial

Author: Anonymous

Date: 3/17/2010

Comments

What makes a good leader?

?
Help

Leadership is the capability to guide others in the achievement of a common goal. The following jobs portray exemplary role models by extending outstanding customer service and by:

- **Office Worker:** completing office related tasks as smoothly and efficiently as possible.
- **Teacher's Assistant:** organizing, filing, running errands to the best of your ability.
- **Library Assistant:** checking in/out and shelving books.
- **Peer Tutors:** working closely and collaboratively with students who need extra support in math and reading.

- Display heading in bold 20 point Arial.
- Display instructions in 15 point Arial (black). And important, key information in red color where indicated.
- Every bullet should appear on mouse click.

- Exit to board E1.
- Menu to board T3.
- Help to board D2.
- Home to board T1.
- Back to board T3.
- Next to board P2.



Exit



Menu



Home



Back



Next

Storyboard Number: P2

Program Name: Student Leadership Program Tutorial

Author: Anonymous

Date: 3/17/2010

Comments

Job Description & Expectations



- Report to your teacher **on time** everyday.
- Run errands regularly and **swiftly**.
- **Efficiently** complete clerical tasks such as count, staple, collate etc.
- **Resourcefully** assist new students by conducting an orientation and campus tour.
- Create **dynamic** and **analytical** multi-media presentations when required.
- Display **exemplary** behavior at all times.
- **Request** help as soon as you experience academic or social challenges.
- **Methodically** read leadership articles as assigned and post monthly responses to an online discussion board (parent permission required to set up email account and “moodle” access).
- Complete a **meticulously** thought-out mandatory service-learning project (details will be provided to you in the third category of this tutorial).

- Display heading in bold 20 point Arial.
- Display instructions in 14 point Arial (black). And important, key information in red color where indicated.
- Every bullet should appear on mouse click.
- Exit to board E1.
- Menu to board T3.
- Help to board D2.
- Home to board T1.
- Back to board P1.
- Next to board P3.



Exit



Menu



Home



Back



Next

Storyboard Number: P3

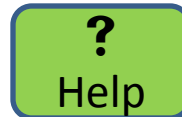
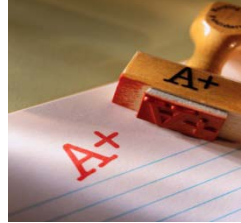
Program Name: Student Leadership Program Tutorial

Author: Anonymous

Date: 3/17/2010

Comments

Grading Policy and Contract



You will be graded on:

- (1) Job performance.
- (2) Progress towards project.
- (3) Customer (visitors, staff, parents, and students) service.
- (4) Monthly discussion contributions.

You will be placed on probation (4 weeks) if the following occurs:

- (1) More than 3 unexcused absences.
- (2) Ds or Fs on your progress report or report card.
- (3) More than two complaints from adults.

If there is no improvement in attendance, grades, or citizenship, you will be dropped from the program.

You will also be dropped from the program if you:

Receive disciplinary action such as a high level referral or suspension. You may apply after 8 weeks from offense date and if you maintain a clean discipline record thereafter.

- Display heading in bold 20 point Arial.
- Display instructions in 14 point Arial (black). And important, key information in red color where indicated.
- Every new sentence should appear on mouse click.
- Exit to board E1.
- Menu to board T3.
- Help to board D2.
- Home to board T1.
- Back to board P2.
- Next to board P4.



Exit



Menu



Home



Back



Next

Storyboard Number: P4

Program Name: Student Leadership Program Tutorial

Author: Anonymous

Date: 3/17/2010

Comments

Scenarios



Nora had to look after her sick brother so she stayed home for a few days. She missed a few tests so she received a D in Science and an F in Algebra. **What will happen to her leadership position as library assistant?**

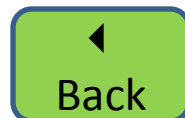
Answer: She will be placed on probation for four weeks, assigned to a review tutorial and study island assignments, and parent(s) will be notified. If her grades don't improve by week 5, she will be dropped from the program.

Nick had a bad morning at home. Later in the day he was rude to his Reading teacher who assigned him detention for his disrespectful attitude. **What will happen to his leadership position as peer tutor?**

Answer: He will be expected to seek one-on-one counseling, practice open communication with his Reading teacher, and repair his relationship with her. His position will not be directly effected.



Clicking on the Next button will take you back to the menu, where you can start on "Character Traits"



- Display heading in bold 18 point Arial.
- Display instructions in 14 point Arial (black). And important, key information in red color where indicated.
- Every scenario and answer should appear on mouse click.

- Exit to board E1.
- Menu to board T3.
- Help to board D2.
- Home to board T1.
- Back to board P3.
- Next to board T3.

Storyboard Number: E1

Program Name: Student Leadership Program Tutorial

Author: Anonymous

Date: 3/17/2010

Comments

The End

Thank you for reviewing the importance of your position as student leaders on our campus. Please continue to be safe, respectful, and responsible.

If you scored 80% or above on your quiz,
CONGRATULATIONS 😊

You will sign your contract, receive your assignment and parent permission slip, new schedule, and an ID card within the next two days.

If you did not pass the quiz, you may re-do the tutorial. Please note you are allowed to take notes and use them during your quiz. Alternatively you may finish the tutorial, clarify topics with your teachers, and then take the quiz at a later time.

To exit, click on the “X” on the top right corner of your control panel.

If you have changed your mind and would like to return to the tutorial, click on any of the buttons below:



- Display heading in bold 18 point Arial.
- Display instructions in 14 point Arial (black). And important, key information in red color where indicated.
- Every sentence should appear on mouse click.
- Menu to board T3.
- Home to board T1.

