



2021-2022 Personal Leadership Development Course

Welcome to the Personal Leadership Course!

Whether you are a certificated staff member or admin, you have been identified to guide students through this course material this semester. We hope you find it to be a meaningful experience for both you and the student.

What are your responsibilities as the instructor?

Before you get started:

- Request access to the updated course documents from [Rachel Amato](#).
- Make a copy BEFORE making any edits.
- Review syllabus and course assignments with students so the expectations, due dates, and assignments are clear.

Weekly:

- Review student assignments online, issue grades when applicable & work with students to develop and stay on track with their leadership projects & SMART Goals.

End of Course:

- When students are completed with the coursework, review the final grade. Verify student completion of reflection and analysis then issue the course grade. All assignment scores add up to 100 percent, so if an assignment is worth 10 points, that is 10% of their final grade.
- Grades may not automatically transfer from Google Classroom to PowerSchool. Create one assignment in PowerSchool to reflect the final grade.

Questions? Contact Rachel Amato ramato@sandi.net