

# Information for Course Syllabus

On March 29<sup>th</sup>, 2016, [Public Chapter 660](#) was signed into law. This statute requires a syllabus be made publicly available for all grades six (6) through twelve (12) social studies, science, math, and English language arts courses beginning with the 2016-17 school year. The syllabus for each course must include a course calendar that outlines the standards, objectives, and topics covered in the course; major assignments and field trips; and procedures for parental access to instructional materials.

We are going to help with providing this information on our Website; therefore, please complete the following form in your collaborative team and provide requested material. We need one completed form per course per grade level. This information is due by **September 1**. Thank you!

Name of Course: Youth Leadership Development and Community Involvement (YLDClP)

Grade Level: 11-12

School: ORHS

Please list any major assignments and/or projects that will be completed during the course. Major assignments are defined as assignments that integrate multiple standards and/or are worth significant points towards the final course grade and/or span multiple days to complete.

Major Assignments: Action research project, continuing serving learning focus with major components due at the end of each 4.5 weeks period

Field Trips: Daily individual reporting to volunteer sites off ORHS campus

How can parents access instructional materials? Canvas

Please attach a pacing guide for your course if you teach middle school science or social studies or high school math, English, social studies or science. Please make sure that your pacing guide includes standards, topics and timeframe at a minimum.

## **Youth Leadership Development and Community Involvement Program (YLDCIP)**

2019-2020

Oak Ridge High School

**Instructor:** Mr. Parker Jarnigan  
**Classroom:** LC321  
**Telephone:** 865-425-9600 ext. 2653  
**E-mail:** ptjarnigan@ortn.edu  
**Online Course:** Canvas (ortn.instructure.com)

### **COURSE DESCRIPTION**

YLDCIP is a special program within the Social Studies Department which allows students to develop civic awareness, responsibility, and leadership through community volunteer work and research-oriented projects. Most YLDCIP placements will be off the ORHS campus (CDC is the only on-campus placement). Students are responsible for their own transportation to and from their sites. This Service Learning course is approved by the State Department of Education and you can receive either a 0.5 or 1.0 credit for the course depending on whether you are enrolled in the class for a term or for the entire semester during a block. You will receive a letter grade for this course using the honors grading scale and it will be averaged into your grade point average.

### **APPLICATION AND PLACEMENT PROCESS**

*Spring Registration:* student files an official application for the YLDCIP program during spring registration. If the student's school counselor deems YLDCIP a fit for the student's schedule, Mr. Jarnigan approves the student's potential placement idea, and the student's attendance and discipline records are a good fit for the program, the student's request for YLDCIP will be placed into the master schedule process. If a student does not meet these criteria, they will be notified and given a rationale for the rejection or an opportunity to modify their application.

*Late Spring/Early Summer:* YLDCIP students should make contact with their potential YLDCIP mentors. While Mr. Jarnigan is willing to help students find placements, this is the student's responsibility. After confirming a potential mentor, students should let Mr. Jarnigan know of any changes from the information listed on the official application. Students should always be courteous and professional when approaching potential mentors and respect any procedures that are in place at your perspective work site (e.g. students that wish to work in other schools should always clear the request with his or her school's principal first).

*Summer Scheduling:* when student schedules are built in Skyward, Mr. Jarnigan will work with the school counselors and site mentors to determine if the period assigned by Skyward is a fit. In the event of a conflict, schedules may be modified to accommodate the needs of the mentors. If a schedule cannot be modified, the YLDCIP student will must find a different mentor or pick an alternate course.

*First Day of School:* YLDCIP students report for orientation. 4<sup>th</sup> and 6<sup>th</sup> period students report to the ORHS Library for orientation on Canvas (with assistance from Ms. Milloway as needed). 1<sup>st</sup> and 8<sup>th</sup> period students report to LC322 for orientation from Mr. Jarnigan. The syllabus, placement documentation/contract form, and semester attendance record will be given.

*First Week of School:* students with YLDCIP placements will go ahead and report to their work sites during their assigned period. Students that have had problems with their placements should report to either the library (4<sup>th</sup> and 6<sup>th</sup>) or LC322 (1<sup>st</sup> and 8<sup>th</sup>) and work with Ms. Milloway or Mr. Jarnigan to establish a firm placement or request a schedule change.

*Second Week of School:* all YLDCIP students report to their work sites. Any student without a placement or clear plan to establish one by Monday, August 7 will be referred to guidance for a schedule change.

## **OFF-CAMPUS PLACEMENT DUTIES**

*Travel off-campus:* students are responsible for providing their own transportation to their YLDCIP sites. While a reasonable allowance for travel time will be granted, students are expected to report to their work sites and remain there during the full ORHS class period. Students should go directly to and return directly from their work sites to ORHS (with exceptions for off-campus lunch periods and beginning and end-of-the day placements). The same rules and regulations that apply to driving on-campus apply to students in transit to and from YLDCIP placements.

*On the work site:* students should follow the directions of their site mentors just as they would for a teacher at ORHS. Students should be performing work that is both helpful to the mentor and a learning experience for the student. Students should behave and dress appropriately for their work site (for example, the elementary schools have more restrictive dress codes than the high school). YLDCIP students should wear their ORHS badges on-site. Students should follow the procedures given by their work sites for arriving and departing (many sites ask students to sign in and out through a reception area rather than going straight in). Students should not be doing homework or any other non-YLDCIP tasks while at their work sites.

## **ABSENCES AND OTHER ATTENDANCE ISSUES**

*Attendance logs:* initial each day that you are present on your paper attendance log. At the end of the week, your mentor should sign below your initialed days to verify your attendance. When this is complete each week, you need to turn-in your attendance log. Take a photo of the week and submit it as a graphic to the appropriate weekly attendance assignment on Canvas. **Weekly attendance is due by Wednesday of the following week.**

*When you are absent:* YLDCIP is treated just like any other class at ORHS for attendance purposes. You must report to your YLDCIP site if you are present for the day at ORHS. If you have an excused absence at the high school for a given day, that also covers your YLDCIP period. If you become ill during the day and cannot attend YLDCIP, you must officially check-out of school through attendance. Excused medical and other appointments must be cleared through attendance even if they only take place during YLDCIP. As a courtesy to our mentors, when you are going to be absent please contact your mentor to let them know that you will not be reporting that day.

*Scheduling problems with mentor or transportation issues:* if your mentor is unable to supervise you any given day or you have transportation issues, please report to Mr. Jarnigan's room (LC321) to explain the situation and for on-campus supervision. If you are unable to locate Mr. Jarnigan (during his planning period, for example), report to the library for on-campus supervision. You may not miss your YLDCIP period for make-up work, tutoring with other teachers, or any similar reasons if you are present at school for the day.

## **STUDENT EVALUATION**

Your YLDCIP grade is determined by:

- *Attendance logs* – logs should be complete and turned in on time each week via Canvas.
- *Attitude and quality of work performance* – mentors are given a quarterly evaluation that factors into your grade. Mr. Jarnigan will dialog with your mentor, particularly to investigate any issues or problems that may have arisen.
- *Action Research Project completion and quality* – as the semester progresses, YLDCIP students will be asked to complete a few reflection activities on Canvas about their work. A summative report will also be assigned before the end of each semester.