

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** February 13, 2018

**To:** High School Principals and Site Counselors

**Subject:** PERSONAL DEVELOPMENT LEADERSHIP COURSE

**Department and/or Persons Concerned:** All Administrators and Site Counselors

**Due Date:** None

**Reference:** None

**Action Requested:** Review guidelines

**Attachments:** START HERE – Personal Leadership Course:  
<https://docs.google.com/document/d/1jpSF3VUR1NreyuWhFLdGOe2f53hb1r4sutFC1IP674A/edit?usp=sharing>

PLT: Accessing Curriculum & Creating Your Course:  
<https://docs.google.com/document/d/1qgtFoXSzxqtzX2oppWuwjZb2nI6HcE5ialEEeDcNANg/edit?usp=sharing>

**Brief Explanation:**

Course: Personal Leadership Training 1,2 (4841, 4842)

The objective of this student leadership course is for students to examine their leadership strengths and areas in need of growth and to work on developing their leadership expertise through readings, reflections, and a well-defined and challenging project with measureable outcomes.

In order to successfully complete this course, students will be expected to complete:

1. A strengths inventory (survey)
2. A handful of interesting short readings / videos on leadership
3. 7 written reflections on the material presented and student experience
4. A leadership project developed by the student with support of the supervising teacher or administrator (i.e. Helping to support a program or initiative on campus or researching and proposing solutions to an identified issue on campus). Lastly, students will have to present their project outcomes at the end of the semester.

## SITE OPERATIONS CIRCULAR NO. 1018

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A certificated staff member or administrator will need to be the designated “teacher” of the course, support students, and review completed course materials. This person must have access to the course materials / student work in Canvas.

### **Implementation:**

1. Login to Canvas <https://sandiegounified.instructure.com/>
2. Create a course called Personal Leadership Training (Name of School Site & Course #).
3. Click the link for “People” in the left-hand course navigation menu.
4. Click on the “+ People” button on the right side.
5. Add [Shirley.Miranda@sandi.net](mailto:Shirley.Miranda@sandi.net) as a TEACHER to your course.
6. All course materials will be uploaded to the Canvas course after adding [Shirley.Miranda@sandi.net](mailto:Shirley.Miranda@sandi.net) to the course. This should take approximately 24-48 hours.
7. When course material has been uploaded, go to the “People” option in the left-hand course navigation menu, and add the students enrolled in your course.
8. You are ready to begin your course. You can follow the “Instructor Instructions” in Canvas.
9. If you do not see the materials uploaded into canvas within 48 business hours, please email Shirley Miranda at [Shirley.Miranda@sandi.net](mailto:Shirley.Miranda@sandi.net) to resolve the issue.

For questions, contact Shirley Miranda, [Shirley.Miranda@sandi.net](mailto:Shirley.Miranda@sandi.net).

APPROVED:



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