

Name _____ Class _____ Period _____ Year _____

Leadership Resume

Definition of a good leader: Participates in all class activities; helps others; volunteers time and talents; sets a good example; has good attendance; extends learning beyond the classroom; shares experiences with others; works in groups cooperatively; knows the subject; develops new innovative ideas; knows how to problem solve; shows initiative by learning more on their own.

The Career and Technical Education program in the Stanwood-Camano School District promotes the development of the student in the classroom and beyond through expecting academic growth, positive character development, and the acquisition of actual skills that can be applied in the vocational field. Each student will complete a variety of activities that teach leadership skills as a means of developing these essential qualities.

Leadership Requirements;

Students will be expected to complete 100 points worth of activities from the list below by the completion of the year (50 per Semester.) Students may only count an activity once, it must be completed during the current school year, and must be verifiable. Students may choose any activities listed in this document that they deem appropriate. Items denoted with a * may be used each semester.

<u>Code</u>	<u>Points</u>	<u>Activities</u>
501	20	_____ Become a member of TSA
502	20	_____ Participate in a State TSA leadership training
502b	20	_____ Participate in a Leadership Training for another student group.
503	15	_____ Participate in a regional skills contest
504	20	_____ Give a 3-5 minute presentation in front of a class (teacher approved)
505	20	_____ Participate in the State TSA Conference
506	15	_____ Miss three or less days of this class in a semester*
507	10	_____ Have no tardies to this class for one Semester*
508	15	_____ Participate on and complete a season in a school sport. (May count once for each sport)
509	15	_____ Participate in another CTSO (such as DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, WCTSMA) (May count once for each group you are an active member of)
510	10	_____ Participate in another student club. (Science team, Spanish Club, First Robotics, etc.) (May count once for each group you are an active member of)
511	15	_____ Perform a job shadow experience (half page written summary)*
512	10	_____ Serve as a Class Senator
513	20	_____ Chair a committee
514	10	_____ Participate on a committee
515	15	_____ Participate as a volunteer in a service project (5 hrs) (instructor pre-approved)*
516	15	_____ Visit a program for post secondary education in a technology related field. Write a minimum of half a page summarizing this visit
517	15	_____ Make a presentation at a school board meeting
518	15	_____ Participate in a TSA fund raiser
519	10	_____ Parents attend Arena Conference
520	15	_____ Apply for a scholarship
521	20	_____ Apply for a Tech Prep or similar internship
522	15	_____ Give blood

LEADERSHIP DEVELOPMENT

The following individual and group leadership development activities are designed to help the student develop the ability to plan, organize, and carry out worthy projects. They encourage the student to become a good leader and follower. Students should select and complete activities totaling a minimum of twenty points.

<u>Code</u>	<u>Points</u>	<u>Activities</u>
102	5	_____ Attend and participate in all chapter meetings.
103	5	_____ Serve on a major committee, such as finance, program of work, or nominations, etc.
104	5	_____ Prepare a chapter meeting agenda.

105	5	_____	Prepare a committee meeting agenda.
106	5	_____	Successfully complete a basic parliamentary procedure quiz.
107	5	_____	Lead a class discussion or demonstration.
108	5	_____	Recruit a new TSA member.
109	5	_____	Make and second a minimum of three main motions for passage at chapter meetings.
110	5	_____	Make a minimum of two privileged motions at chapter meetings.
111	5	_____	Make a minimum of two committee reports at chapter meetings.
112	5	_____	Debate a minimum of two motions at chapter meetings.
113	5	_____	Hold an office in a student organization.
114	5	_____	Recite (from memory) the TSA motto and creed at a regular TSA business meeting.
115	5	_____	Lead the invocation at a club/organization function.
116	10	_____	Serve as a voting delegate at a regional, state, or national conference.
117	10	_____	Chair one of the major local committees.
118	10	_____	Chair one sub-committee, such as refreshments, entertainment, welcoming, guest speaker, etc.
119	10	_____	Plan and organize one service project.
120	10	_____	Plan and organize one fund raising project.
121	10	_____	Plan and organize one social function.
122	10	_____	Plan and organize one educational/technical activity.
123	10	_____	Serve as a chapter officer.
124	10	_____	Successfully complete an advanced parliamentary exam.
125	10	_____	Lead a session at a district, regional, state, or national conference or convention.
126	10	_____	Give a talk on technology education to a group not familiar with the program.
127	10	_____	Report to a committee or your chapter officers on: <ul style="list-style-type: none"> • the mascot, colors, and motto of your school • the student council officers of your school • the history of your school • other student organizations in your school and what they do
128	10	_____	Report to a committee or your chapter officers (for one of the following levels: local, state, or national) on: <ul style="list-style-type: none"> • the purposes of TSA as they are stated in the constitution • the heritage and development of the association • the names of the officers and their responsibilities • the membership requirements of the association • the times, dates, and places of meetings
129	10	_____	Attend a state or national club/organization's leadership conference. (Maybe used for each conference attended)
130	10	_____	Assist in the preparation of a state or regional club/organization conference.
132	15	_____	Serve as a state club/organization officer.
133	20	_____	Serve as national club/organization officer.

UNDERSTANDING TECHNOLOGY

The Understanding Technology activities in the TSA Achievement Program emphasize the importance of developing problem solving skills and a knowledge base for success in a technological society. The activities also help students become more aware of the need for following safety procedures and for developing technical-industrial skills at home, in the technology lab, in the community, and in business settings. Students should select and complete activities totaling a minimum of twenty points.

<u>Code</u>	<u>Points</u>	<u>Activities</u>
201	5	_____ Demonstrate the safe use of three pieces of equipment in the technology lab.
202	5	_____ Demonstrate the safe use of ten tools.
203	5	_____ Pass a safety test with 100% accuracy for three pieces of equipment.
204	5	_____ Prepare a classroom/school bulletin board on a technology-related topic.
205	5	_____ Conduct a study on the safety practices used in the technology lab for a period of two weeks and report on it to the class.
206	5	_____ Make a CAD drawing.
207	5	_____ Write a program for use in the technology lab, i.e., a CNC program, or one that converts inches to millimeters, calculates the cost of a product, etc.

208	5	_____	Write a report on the use of lasers, fiber optics, artificial intelligence, computer control, super conductors, or other technology topic.
209	5	_____	Imagine how society may be revolutionized by technology in the near future and write a report on it.
210	5	_____	Prepare an oral report on the input-process-output-feedback principle of technology practices.
211	5	_____	Prepare a report on the use of alternative materials for a standard industrial product.
212	5	_____	Repair one item in your home that is not in working condition.*
213	10	_____	Write a paper on the safety practices used in a local business or industry.
214	10	_____	Design and build a fixture for a production activity.
215	10	_____	Prepare a slide/tape or video program on safety in the technology lab.
216	10	_____	Prepare a written or oral report on the major advantages and disadvantages of products made of polymers.
217	10	_____	Build a model of an antique power system.
218	10	_____	Develop a bill of materials, flow chart, and illustration of a product suitable for manufacturing in the technology lab.
219	10	_____	Complete a product research activity such as the best type of computer disk, videotape, house paint, adhesive, etc.
220	10	_____	Write a report about a state-of-the-art production technique.
221	10	_____	Visit an industrial plant and make a flow chart of its operation.
222	10	_____	Design and construct a robot (pneumatic, hydraulic, or electrical).
223	10	_____	Assist in the development of a video.
224	10	_____	Prepare a written report on the development of electronics and its effect on society.
226	10	_____	Research an aspect of technology and its effect on the environment and report on the findings to a technology education class.
227	10	_____	Compete in a local club/organization event.
228	10	_____	Compete in a state club/organization event
229	10	_____	Compete in a national club/organization event.
230	10	_____	Assist an elementary teacher in integrating a technology education activity (from manufacturing, construction, communication, and transportation) into a class lesson (i.e., rocketry, conservation activities, etc.).
231	15	_____	Build a model of a modern communications system and explain the model to your class.
232	15	_____	Construct an apparatus that solves a problem using a combination of at least three systems, such as thermal, electronic, fluid, etc.

SCHOOL AND COMMUNITY SERVICE

Service is a basic element of a democratic society. The school and community service activities of the TSA Achievement Program help students develop positive attitudes and a desire for serving others. Students should select and complete activities totaling a minimum of twenty points.

<u>Code</u>	<u>Points</u>	<u>Activities</u>
301	5	_____ Participate in a service project.
302	5	_____ Serve on a membership drive team.
303	5	_____ Assist in a technology education open house.
304	5	_____ Assist in decorating the school for a holiday event.
305	5	_____ Plan activities for Teacher Appreciation Week.
306	5	_____ Participate in a patriotic parade.
307	5	_____ Observe legal proceedings at a court session.
308	10	_____ Attend a city or county government meeting (attach agenda).
309	10	_____ Attend a school board meeting (attach agenda).
310	5	_____ Design and make a patriotic display.
311	5	_____ Attend a student council meeting.
312	5	_____ Meet with the chapter advisory committee at one of its regular meetings.
313	5	_____ Attend a state legislative session, hearing, or committee hearing.
314	5	_____ Write to a state or national member of congress on a current legislative issue.
315	5	_____ Bring and introduce a member of a civic club to a local TSA chapter meeting as your guest.
316	10	_____ Assist the club/organization chapter advisor as a lab assistant.
317	10	_____ Visit another club/organization chapter and assist in organizing a joint service project.
318	10	_____ Help organize and conduct activities at school for National Science and Technology Week, Vocational Education Week, or National Education Week.

319	10	_____	Make holiday toys for charity or assist in a toy drive.
320	10	_____	Plan and direct a school service project.
321	10	_____	Plan and direct a chapter service project.
322	10	_____	Report to a technology education class or to another class on the qualities of a leader.
323	10	_____	Attend at least two civic club meetings and prepare a written report to the chapter advisor on what the civic clubs are doing in the community.
324	10	_____	Give a report on TSA to a civic group or trade association (one that is not familiar with TSA) in the local area.
325	10	_____	Assist a technology teacher with tutoring in lower level classes.
326	10	_____	Assist in the installation of another chapter's officers.
327	20	_____	Assist in organizing another chapter.
328	15	_____	Plan and direct a community, state, or national service project.

CAREER AND PERSONAL PLANNING

TSA students share many common goals, objectives, and interests. They all should learn about their roles in a technical society. The career and personal planning area of the TSA Achievement Program provides activities that enable students to make wise personal decisions in selecting and preparing for a career. Students should elect and complete activities totaling a minimum of twenty points.

<u>Code</u>	<u>Points</u>	<u>Activities</u>
401	5	_____ Construct a poster size collage of one of the following occupations (you may earn 5 points for each area): <ul style="list-style-type: none"> • construction • communication • transportation • manufacturing
402	5	_____ Discuss with family members how and why they made their occupational choices. Summarize responses in a short written report.
403	5	_____ Using the newspaper, clip out five want ads for jobs that appeal to you, and write a written report telling why you are interested in the jobs and what you need in order to prepare for them.
404	5	_____ Identify five strong personality traits that you have, and in a short written report tell how these traits might help you in a particular occupation.
405	10	_____ Ask a minimum of four adults (not family members) about their work and record their responses in a written report (1 pg min.)
406	10	_____ Research and report on a minimum of four technological occupations from one of the following sources: <ul style="list-style-type: none"> • <i>Dictionary of Occupational Titles</i> • <i>Occupational Outlook Handbook</i> • any sources other than the two identified above
407	10	_____ Make a flow chart outlining your career plans.
408	10	_____ Prepare a written report on the opportunities, working conditions, entrance requirements, etc. of a technology-related occupation of your choice.
409	10	_____ Give an oral report to the class on the opportunities for employment in one of the technology education systems of biotechnology, communications, construction, engineering, transportation, or manufacturing.
410	10	_____ Obtain and complete a job application from a local business or industrial firm.
411	10	_____ Prepare a written or oral report on where to look for job openings, how to apply, and how to follow-up on job prospects.
412	10	_____ Assist in arranging a class or chapter field trip to a nearby business or industrial firm.
413	10	_____ Assist in arranging a class field trip to a nearby university, community college, technical school, apprenticeship program, or other technical training program.
414	10	_____ Assist in arranging for a guest speaker from a business or technical firm or from any one of the programs or institutions listed above.
415	10	_____ Research and report to a class or chapter on the major economic elements of the local community or state.
416	10	_____ Write an article for the local newspaper, school paper, etc. on the benefits of technology education—preparing students for the 21st century.

Name _____ Class _____ Period _____ Year _____

SEMESTER 1

Leadership Resume

For each activity performed, please write down the code number, point value, and description from the activity list, the date you performed the task, and a 1 line summary of what you did. Then have an adult (non high school student) that witnessed you do the task sign in the Verified By box. For tasks that require you to produce something (for example a written paper or flow chart), staple these items to this paper.

Code	Points	Date	Description	Verified By
			Description from list:	
			Summary of what you did:	
			Description from list:	
			Summary of what you did:	
			Description from list:	
			Summary of what you did:	
			Description from list:	
			Summary of what you did:	
			Description from list:	
			Summary of what you did:	
			Description from list:	
			Summary of what you did:	
			Description from list:	
			Summary of what you did:	
			Description from list:	
			Summary of what you did:	
			Description from list:	
			Summary of what you did:	
			Description from list:	
			Summary of what you did:	

Total Points Earned: _____

Name _____ Class _____ Period _____ Year _____

SEMESTER 2

Leadership Resume

For each activity preformed, please write down the code number, point value, and description from the activity list, the date you performed the task, and a 1 line summary of what you did. Then have an adult (non high school student) that witnessed you do the task sign in the Verified By box. For tasks that require you to produce something (for example a written paper or flow chart), staple these items to this paper.

Code	Points	Date	Description	Verified By
			Description from list: Summary of what you did:	
			Description from list: Summary of what you did:	
			Description from list: Summary of what you did:	
			Description from list: Summary of what you did:	
			Description from list: Summary of what you did:	
			Description from list: Summary of what you did:	
			Description from list: Summary of what you did:	
			Description from list: Summary of what you did:	
			Description from list: Summary of what you did:	
			Description from list: Summary of what you did:	
			Description from list: Summary of what you did:	
			Description from list: Summary of what you did:	
			Description from list: Summary of what you did:	
			Description from list: Summary of what you did:	

Total Points Earned: _____

Name _____ Class _____ Period _____ Year _____

PLANNING SHEET

Leadership Resume

Write down the code number, point value and description from the activity list of the activities you think you will be able to perform this year in order to fulfill your leadership requirement.

Code	Points	Description

Total Points Earned: _____