

Leadership Class Syllabus

Grade Level: 8th–12th

Instructor: Mrs. Muniz and Ms. Maes

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Classroom: 18

School Year: 2025–2026

Course Description

This course is designed to develop students' leadership skills, personal responsibility, and ability to work collaboratively toward common goals. Students will learn communication strategies, problem-solving techniques, organizational skills, and how to plan and execute school and community projects. As active members of the New Mexico Association of Student Councils (NMASC), students will participate in activities, conferences, and events that foster leadership growth and school spirit.

Grading

- Classwork- 50%
- Event Planning/Participation- 25%
- Class Participation- 15%
- Bell Ringers 10%

Supplies

- Box of #2 pencils
- Paint Brushes
- 1 Crayola Markers Package

Course Goals

By the end of the course, students will be able to:

1. Demonstrate effective communication and teamwork skills.
2. Develop and apply problem-solving and decision-making strategies.
3. Plan, organize, and lead school and community events.
4. Exhibit personal accountability and responsibility in leadership roles.
5. Understand and practice ethical and inclusive leadership.

Skills & Topics Covered Throughout the Year

Rather than working on topics in isolated units, we will integrate the following skills into projects, events, and class activities all year long:

- Leadership styles and traits
- Goal setting and time management
- Building trust and collaboration
- Event planning, budgeting, and promotion
- Service-learning and community engagement

- Public speaking and presentation skills
- Mentoring and succession planning

Class Expectations

- Be respectful, responsible, and ready to contribute.
- Participate actively in class and group projects.
- Meet deadlines and follow through on commitments.
- Represent the school positively in all leadership activities.
- As part of the class, you are **officially a member of the PAPA Student Council**.
- You are required to **volunteer at a minimum of two events per semester**; this will count toward your grade.

Class Attendance and Late Work Policy

Class attendance is mandatory for all students. Each class session in the course is designed to progress toward the next. If you do not come to class or if you come to class unprepared, you will miss not only that day's instruction, but the background and preparation for the next class.

Due to the nature of our school, students will on occasion be out of class for performances, auditions, and rehearsals; however, it is expected that students stay on top of coursework so they do not fall behind. If a student knows he/she will be absent, students may get work ahead of time (24 hour notice needed). Here is the detailed late work policy:

Late Work Policy

I believe in holding students accountable while also honoring that life can be unpredictable. This policy is designed to encourage responsibility, communication, and growth.

Major Assignments

(Essays, projects, presentations)

- Accepted up to 5 school days late
- 10% deduction per day (up to a max of 50%)
- After 5 days, credit is not guaranteed, but we can meet to discuss options

Minor Assignments

(Homework, journals, daily activities)

- Accepted up to 3 days late
- Can earn up to 70% credit

Communication is Key

If you're dealing with illness, family emergencies, or other challenges, please reach out. Extensions may be granted—especially if you talk to me *before* the due date.

Phone Policy

Phones are not permitted in class, in accordance with [Senate Bill 11](#). Students will be asked to drop phones off in their designated cubbies before the start of class. If you need to take a break or deal with an important issue, please excuse yourself from the classroom. If a student chooses to break this rule they will have the following consequences:

- First time: Verbal warning
- Second time: Verbal & written warning to parents/guardians
- Third time: Student calls parent/guardian & may have to be removed from class if causing disruption to others
- Fourth time: Parent/Student/Teacher conference

AI Policies

AI is not permitted in my course without prior authorization, specifically AI such as Chat GPT, OpenAI, etc. Students at this grade level need to further build their literacy and analytical skills before using such devices that curb critical thought. If a student is caught using AI to supplement or complete their work, they will receive the following consequences:

- The first time a student is caught using AI they may be allowed to resubmit their work for partial credit. Students must acknowledge their mistakes and complete additional reflection assignments.
- If the Student is caught again using AI, they will receive a zero on the assignment with no opportunity to resubmit.

Student**Name:** _____

____ I have read and understood Ms. Muniz's and Ms. Maes' 2025-2026 Leadership course syllabus.

Parent signature: _____

Date: _____

Student signature: _____

Date: _____

Contact information Parent/Guardian (please print) name(s):

Parent 1: _____

P 1 e-mail: _____

P 1 phone(s): _____

Parent 2: _____

P 2 e-mail: _____

P 2 phone(s): _____