

**Marine Corps  
Junior Reserve Officers' Training Corps**



**LEADERSHIP EDUCATION**

**Program of Instruction  
(POI)**

**Course:** Leadership Education

**Course Name:** Marine Corps Junior Reserve Officers' Training Corps

**Preparation Date:** 14 February 2002

**Optimum Class Size:** 20

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## **Preface**

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**Status:** Directorate Approved

**Training Location(s):** Three- or four-year high schools

**Purpose:** The Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) program is hereafter referred to as simply the Marine Corps JROTC program. It is designed to instill in high school students a value of citizenship, service to the United States, personal responsibility and a sense of accomplishment. It prepares high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The program is a stimulus for promoting graduation from high school, and it provides instruction and rewarding opportunities that will benefit the student, community, and nation.

**Collaboration:** The Marine Corps JROTC program is a cooperative effort on the part of the Marine Corps and the host institution to provide secondary school students with opportunities for total development. Satisfactory completion of the program can lead to advanced placement credit in the Senior ROTC program or advanced rank in the Armed Forces.

The Marine Corps JROTC program is one of the Marine Corps's contributions to assisting America's youth to become better citizens. The program produces successful students and productive adults, while fostering in each school a more constructive and disciplined learning environment. This program makes substantial contributions to many communities and ultimately to the nation's future. It is the centerpiece of the Department of Defense's commitment to America's Promise for Youth through its emphasis on community service and teen anti-drug efforts.

### **This Program Intends to:**

- Develop leadership and build character.
- Create informed, patriotic, and responsible citizens.
- Develop responsible young adults who are physically, mentally, and morally fit.
- Develop informed and civic-minded young adults prepared for higher education, civilian careers, and public service.
- Instill discipline, respect, and responsibility through military-related subjects and activities.

**Course Length:** Normally four years at a traditional high school (grades 9 - 12)

### **Course Prerequisites:**

- Completion of the eighth grade
- For LE 2-4, completion of a previous LE program

**Special Information:** This program consists of up to four levels of LE instruction. Each level must total 180 academic hours or the same number of academic hours to meet the curriculum

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requirements for 1.0 credit in courses such as Math or English. Host institutions are required to award credit, preferably core credit in an academic discipline, toward graduation for each year of the Marine Corps JROTC program.

Schools may elect to award additional credit, other than elective, for core subject areas such as Physical Education, Health, Wellness, Life Management Skills, Government, Social Studies, Practical and Performing Arts, Careers, etc., throughout the Marine Corps JROTC program. Instructors can teach alone or on teams with teachers certified in the appropriate areas to earn this credit.

**Normal Course Length – Hours:** 720 at 180 per year

**Class Sizes – Optimum:** 20

**Instructor: Student Ratio – Worst Case:** 1:30

**Training Start Date:** Training is conducted on a school-year basis. In year-round schools, Marine Corps JROTC will follow the school policy in establishing the start of a new school year.

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## **Course Summary**

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### **Academic Time:**

#### **Category 1: Leadership**

Skill 1: Objectives of Leadership	4
Skill 2: Core Values	4
Skill 3: Leadership Traits	3
Skill 4: Leadership Principles	2
Skill 5: Responsibilities	6
Skill 6: Esprit De Corps	10
Skill 7: Proficiency	9
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Total:	38

#### **Category 2: Citizenship**

Skill 1: Patriotism	18
Skill 2: Civic Responsibilities	7
Skill 3: National Defense	14
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Total:	39

#### **Category 3: Personal Growth and Responsibility**

Skill 1: Physical Fitness	8
Skill 2: Health, Hygiene and Nutrition	16
Skill 3: Social Skills	8
Skill 4: Written and Oral Communication	28
Skill 5: Personal Finance	48
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Total:	108

#### **Category 4: Public Service and Career Exploration**

Skill 1: Career Preparation	8
Skill 2: Opportunities in Public Service	7
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Total:	15

#### **Category 5: General Military Subjects**

Skill 1: Administration	13
Skill 2: Drill and Ceremonies	4
Skill 3: Uniforms, Clothing and Equipment	12
Skill 4: Customs, Courtesies, and Traditions	18
Skill 5: Rank Structure	13

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Skill 6: Chain of Command	10
Skill 7: Military History	38
Skill 8: Marksmanship	20
Skill 9: First Aid	6
Skill 10: Interior Guard	5
Skill 11: Land Navigation	40
Skill 12: Uniform Code of Military Justice	13
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Total:	192

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**Grand Total:** 392

Courses will be taught using the following table as a guide.

<b>PROGRAM OF INSTRUCTION</b>					
<b><u>CATEGORY</u></b>	<b><u>LE 1</u></b>	<b><u>LE 2</u></b>	<b><u>LE 3</u></b>	<b><u>LE 4</u></b>	<b><u>CORE</u></b>
Leadership	9	19	6	4	0
Citizenship	9	18	8	8	2
Personal Growth and Responsibility	42	14	54	8	8
Public Service and Career Exploration	2	3	7	3	0
General Military Subjects	61	70	48	31	26
<b>Total</b>	<b>123</b>	<b>124</b>	<b>123</b>	<b>54</b>	<b>36</b>
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Practical Application, state and school requirements	57	56	57	126	
<b>Grand Total</b>	<b>180</b>	<b>180</b>	<b>180</b>	<b>180</b>	
<b>Notes:</b>					
1. An hour in this POI equates to 45 minutes of instruction.					
2. State and school requirements include unit inspections, testing and evaluation.					
3. Core classes may be taught throughout the entire four-year curriculum.					

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## **Training Categories and Skills**

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*CURRICULUM DESCRIPTION:* Including Competencies and National Standards

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**CATEGORY 1 TITLE:**        **LEADERSHIP**

**TRACKS:**                    **PROGRAM OF INSTRUCTION:** 38 hours

**PURPOSE:**                    Introduces cadets to all aspects of leadership and provides leadership development training.

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**SKILL 1 TITLE:**                **Objectives of Leadership**

**TIME:**                            180 minutes

**PURPOSE:**                    This skill provides the definition of leadership and objectives of leadership.

**COMPETENCY:**                Assess attributes of leadership.

**NATIONAL STANDARDS:**    NPH.K-12.5 Responsible Behavior, NPH.K-12.6 Respect for Others, NPH.K-12.7 Understanding Challenge, NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.4 Communication Skills, NL-ENG.K-12.5 Communication Strategies

**SKILL 2 TITLE:**                **Core Values**

**TIME:**                            180 minutes

**PURPOSE:**                    Defines and explains core values.

**COMPETENCY:**                Assess attributes of leadership.

**NATIONAL STANDARDS:**    NPH.K-12.5 Responsible Behavior, NPH.K-12.6 Respect for Others, NPH.K-12.7 Understanding Challenge, NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.4 Communication Skills, NL-ENG.K-12.5 Communication Strategies

**SKILL 3 TITLE:**                **Leadership Traits**

**TIME:**                            135 minutes

**PURPOSE:**                    Provides and explains the fourteen leadership traits.

**COMPETENCY:**                Assess attributes of leadership.

**NATIONAL STANDARDS:**    NPH.K-12.5 Responsible Behavior, NPH.K-12.6 Respect for Others, NPH.K-12.7 Understanding Challenge, NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.4 Communication Skills, NL-ENG.K-12.5 Communication Strategies

**SKILL 4 TITLE:**                **Leadership Principles**

**TIME:**                            90 minutes



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**PURPOSE:** Provides and explains the eleven leadership principles.  
**COMPETENCY:** Assess attributes of leadership.  
**NATIONAL STANDARDS:** NPH.K-12.5 Responsible Behavior, NPH.K-12.6 Respect for Others, NPH.K-12.7 Understanding Challenge, NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.4 Communication Skills, NL-ENG.K-12.5 Communication Strategies

**SKILL 5 TITLE:** **Responsibilities**  
**TIME:** 270 minutes  
**PURPOSE:** Introduces cadets to responsibility, authority and accountability and explains the relationship between them. It also explains the role of the officer and noncommissioned officer.  
**COMPETENCY:** Assess attributes of leadership.  
**NATIONAL STANDARDS:** NPH.K-12.5 Responsible Behavior, NPH.K-12.6 Respect for Others, NPH.K-12.7 Understanding Challenge, NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.4 Communication Skills, NL-ENG.K-12.5 Communication Strategies

**SKILL 6 TITLE:** **Esprit de Corps**  
**TIME:** 450 minutes  
**PURPOSE:** Introduces cadets to motivation, morale, discipline, how to positively resolve conflicts, equal opportunity, sexual harassment, and fraternization.  
**COMPETENCY:** Develop Esprit de Corps through applying motivational skills; develop leadership skills; develop leadership skills through military discipline; develop leadership skills through conflict resolution; maintain Esprit de Corps through equal opportunity.  
**NATIONAL STANDARDS:** NL-ENG.K-12.4 Communication Skills, NL-ENG.K-12.3 Evaluation Strategies NL-ENG. K-12.6 Applying Knowledge, NL-ENG. K-12.7 Evaluating Data, NPH.K-12.5 Responsible Behavior, NPH.K-12.6 Respect for Others

**SKILL 7 TITLE:** **Proficiency**  
**TIME:** 405 minutes  
**PURPOSE:** Explains the importance of proficiency at all levels and the need to evaluate performance to maintain proficiency.  
**COMPETENCY:** Assess attributes of leadership; develop proficiency in conducting individual and team training; develop leadership skills, evaluate and record the performance of subordinates.  
**NATIONAL STANDARDS:** NPH.K-12.5 Responsible Behavior, NPH.K-12.6 Respect for Others, NPH.K-12.7 Understanding Challenge, NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.4 Communication Skills, NL-ENG.K-12.5 Communication Strategies

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**CATEGORY 2 TITLE:**        **CITIZENSHIP**

**TRACKS:**                    **PROGRAM OF INSTRUCTION:** 43 hours

**PURPOSE:**                Provides all aspects of citizenship to include patriotism, citizenship requirements, civic responsibilities, and national defense.

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**SKILL 1 TITLE:**            **Patriotism**

**TIME:**                      810 minutes

**PURPOSE:**                Introduces cadets to patriotism, citizenship and its requirements, major freedom documents of the United States and noteworthy American Patriots.

**COMPETENCY:**            Examine your role as an American citizen; assess the rights and responsibilities of citizenship; understand the institutions and practices of government created during the Revolution and how they were revised between 1787 and 1815 to create the foundation of the American political system based on the U.S. Constitution and the Bill of Rights.

**NATIONAL STANDARDS:** NSS-C.9-12.5. Role of Citizen, NSS-USH.5-12.3 ERA3: Revolution and the New Nation (1754 – 1820s), NPH.K-12.6 Respect for Others, NPH.K-12.7 Understanding Challenge

**SKILL 2 TITLE:**            **Civil Responsibilities**

**TIME:**                      315 minutes

**PURPOSE:**                Explains civic responsibilities to include volunteerism, getting involved, planning, and conducting special events and the importance of staying abreast of current events.

**COMPETENCY:**            Examine your role as an American citizen.

**NATIONAL STANDARDS:** NSS-C.9-12.5 Role of the Citizen

**SKILL 3 TITLE:**            **National Defense**

**TIME:**                      630 minutes

**PURPOSE:**                Explains the systems of government, branches of government and history of the U.S. Flag and the Great American Seal. It also provides the requirements for the declaration of war.

**COMPETENCY:**            Understand global and economic trends in the high period of Western dominance; describe how power and responsibility are distributed, shared, and limited in the government established by the United States Constitution; assess your awareness of the history of the U.S. Flag; assess your awareness of the Great Seal of the United States; understand the U.S. role in world affairs;

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**NATIONAL STANDARDS:** understand that civic dispositions or traits of private and public character are important to the preservation and improvement of American constitutional democracy.  
NSS-USH.5-12.8 The 20th Century, NSS-C.9-12.3 Principles of Democracy, NSS-C.9-12.5 Role of the Citizen, NSS-USH.5-12.3 ERA 3: Revolution and the New Nation, NSS-USH.512.4 ERA 4: Expansion and Reform, NSS-USH.5-12.6 ERA 6: The Emergence of Modern America, NSS-USH.5-12.8 ERA 8: The Great Depression and World War II

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**CATEGORY 3 TITLE:** **PERSONAL GROWTH AND RESPONSIBILITY**

**TRACKS:** **PROGRAM OF INSTRUCTION:** 118 hours

**PURPOSE:** Provides information and requires cadet involvement in physical fitness, health, hygiene, nutrition, social skills, written and oral communication and personal finance.

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**SKILL 1 TITLE:** **Physical Fitness**

**TIME:** 360 minutes

**PURPOSE:** Provides instruction on all aspects of MCJROTC physical fitness.

**COMPETENCY:** Assess your awareness of fitness and a healthy lifestyle.

**NATIONAL STANDARDS:** NPH.K-12.4 Physical Fitness

**SKILL 2 TITLE:** **Health, Hygiene, and Nutrition**

**TIME:** 720 minutes

**PURPOSE:** Provides information on health, hygiene, and nutrition.

**COMPETENCY:** Assess your awareness of fitness and a healthy lifestyle; illustrate your awareness of drugs and drug abuse; explore prevention strategies for substance abuse.

**NATIONAL STANDARDS:** NPH-H.9-12.3 Reducing Health Risks, NPH-H.9-12.1 Health Promotion and Disease Prevention

**SKILL 3 TITLE:** **Social Skills**

**TIME:** 360 minutes

**PURPOSE:** Provides information on manners, dress, and etiquette to develop social skills.

**COMPETENCY:** Develop social skills; demonstrate how to act appropriately in social settings.

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**NATIONAL STANDARDS:** NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.4 Communication Skills, NL-ENG.K-12.5 Communication Strategies, NL-ENG.K-12.11 Participating in Society

**SKILL 4 TITLE:** **Written and Oral Communication**

**TIME:** 1260 minutes

**PURPOSE:** Explains and requires demonstration of cadets' written and oral communications skills.

**COMPETENCY:** Develop effective and efficient study skills; state the importance of proper written and oral communication techniques; use communication processes to relate to others; explain and demonstrate effective speaking skills; assess oral presentation ability; explain and demonstrate effective writing skills; improve written and oral communication through teaching; improve written communication through writing a research paper.

**NATIONAL STANDARDS:** NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.4 Communication Skills, NL-ENG.K-12.5 Communication Strategies, NL-ENG.K-12.12 Applying Language Skills, NL-ENG.K-12.7 Evaluating Data

**SKILL 5 TITLE:** **Personal Finance**

**TIME:** 2160 minutes

**PURPOSE:** Introduces cadets to all aspects of personal finance as provided by the National Endowment for Financial Education® (NEFE®) High School Financial Planning Program. Introduces cadets to: financial planning, careers, budgeting, savings and investments, credit, and insurance. Cadets will learn about the financial planning process and how they can take control of their finances. This program is offered to instructors at no cost.

**COMPETENCY:** NSS-EC.9-12.2 Effective Decision Making, NSS-EC.9-12.4 Positive and Negative Incentives, NSS-EC.9-12.11 Money, NSS-EC.9-12.12 Interest Rates, NSS-EC.9-12.13 Income and Earning, NSS-EC.9-12.14 Entrepreneurs, NSS-EC.9-12.15 Investment, NM.5-8.1 Problem Solving, NM.5-8.2 Communication, NM.5-8.3 Reasoning, NM.5-8.4 Connections, NM.5-8.6 Number Systems and Theory, NL-ENG.K-12.1 Reading for Perspective, NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.4 Communication Skills, NL-ENG.K-12.7 Evaluating Data

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**CATEGORY 4 TITLE:** **PUBLIC SERVICE AND CAREER EXPLORATION**

**TRACKS:** **PROGRAM OF INSTRUCTION:** 15 hours

**PURPOSE:** Provides information on career preparation and opportunities for public service.

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**SKILL 1 TITLE:** **Career Preparation**

**TIME:** 360 minutes

**PURPOSE:** Introduces cadets to the importance of career preparation that includes portfolios, resumes, job applications and interviews, college preparation and behavior in the workplace.

**COMPETENCY:** Create a portfolio; complete a job application and participate in a job interview; know basic entrance requirements for college; complete a college application; develop acceptable behavior; prepare a resume.

**NATIONAL STANDARDS:** NL-ENG.K-12.3 Evaluation Strategies, NT.K-12.4 Technology Communication Tools, NL-ENG.K-12.1 Reading for Perspective, NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.4 Communication Skills, NL-ENG.K-12.5 Communication Strategies, NL-ENG.K-12.6 Applying Knowledge, NL-ENG.K-12.6 Applying Language Skills; NL-ENG.K-12.7 Evaluating Data, NL-ENG.K-12.8 Developing Research Skills

**SKILL 2 TITLE:** **Opportunities in Public Service**

**TIME:** 315 minutes

**PURPOSE:** Provides information on opportunities for community service and employment in public service. It also explains military benefits, Marine officer, and enlisted opportunities, the Selective Service System and the ASVAB.

**COMPETENCY:** Become aware of community service careers; explore career opportunities; explore military service benefits; describe the different enlisted accession and career programs; prepare for your career; understand Selective Service registration procedures.

**NATIONAL STANDARDS:** NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.6 Applying Knowledge, NL-ENG.K-12.6 Applying Language Skills, NT.K-12.4 Technology Communication Tools, NL-ENG.K-12.1 Reading for Perspective, NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.4 Communication Skills, NL-ENG.K-12.5 Communication Strategies, NL-ENG.K-12.7 Evaluating Data, NL-ENG.K-12.8 Developing Research Skills

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**CATEGORY 5 TITLE:**        **GENERAL MILITARY SUBJECTS**

**TRACKS:**                    **PROGRAM OF INSTRUCTION:** 210 hours

**PURPOSE:**                Explains all aspects of MCJROTC administration, drill and ceremonies, uniforms, clothing and equipment, customs, courtesies and traditions of the Marine Corps, ranks structure, chain of command, military history, marksmanship, first aid, guard duty, land navigation, and the Uniform Code of Military Justice (UCMJ).

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**SKILL 1 TITLE:**            **Administration**

**TIME:**                      585 minutes

**PURPOSE:**                Introduces cadets to all aspects of MCJROTC Leadership Education to include organization, requirements, benefits, promotions and awards, uniform, conduct, record maintenance, and security.

**COMPETENCY:**            Identify the requirements for successful completion of MCJROTC leadership education course; identify the organizational elements of a MCJROTC unit; identify the requirements for MCJROTC participation; identify the benefits of MCJROTC; explain policies for promotions and awards; identify uniform issue items; exhibit good conduct; describe cadet records; identify proper security procedures.

**NATIONAL STANDARDS:** NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.6 Applying Knowledge, NL-ENG.K-12.6 Applying Language Skills, NSS-C.9-12.5 Role of the Citizen

**SKILL 2 TITLE:**            **Drill and Ceremonies**

**TIME:**                      180 minutes

**PURPOSE:**                Provides information and requires execution to standard of all aspects of drill and ceremonies.

**COMPETENCY:**            Relate your leadership skill to the JROTC program.

**NATIONAL STANDARDS:** NPH.K-12.1 Movement Forms, NPH.K-12.2 Movement Concepts, NPH.K-12.5 Responsible Behavior, NPH.K-12.6 Respect for Others, NPH.K-12.7 Understanding Challenge, NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.4 Communication Skills, NL-ENG.K-12.5 Communication Strategies, NL-ENG.K-12.12 Applying Language Skills

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**SKILL 3 TITLE:** **Uniforms, Clothing, and Equipment**  
**TIME:** 540 minutes  
**PURPOSE:** Provides information on uniforms, clothing, and equipment in accordance with regulatory guidelines.  
**COMPETENCY:** Maintain a professional personal appearance; identify MCJROTC uniforms; properly wear and care for Service A, B, and C uniforms; properly wear and care for MCJROTC uniforms; demonstrate knowledge of uniforms, insignia, and grooming.  
**NATIONAL STANDARDS:** NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.6 Applying Knowledge, NL-ENG.K-12.6 Applying Language Skills

**SKILL 4 TITLE:** **Customs, Courtesies, and Traditions**  
**TIME:** 815 minutes  
**PURPOSE:** Provides information on all aspects of customs, courtesies, and traditions to include rendering salutations, reporting, the Marine Corps birthday celebrations, Marine Corps symbols, and Hymn.  
**COMPETENCY:** Execute a proper hand salute; render proper salutations; demonstrate proper reporting procedures; render honors to the colors; sing the Marines' Hymn; know the three parts of the Marine Corps emblem; know the significance of the Marine Corps birthday; identify sea service terms; identify significant symbols of the Marine Corps; properly display National, State, Organizational flags; describe the significance of the Pledge of Allegiance; demonstrate the proper procedures for entering vehicles and boarding Naval vessels; conduct a Marine Corps birthday ceremony; plan a mess night.  
**NATIONAL STANDARDS:** NPH.K-12.5 Responsible Behavior, NPH.K-12.6 Respect for Others, NPH.K-12.7 Understanding Challenge, NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.4 Communication Skills, ENG.K-12.5 Communication Strategies

**SKILL 5 TITLE:** **Rank Structure**  
**TIME:** 585 minutes  
**PURPOSE:** Provides the rank structures for the Marine Corps and MCJROTC, Navy and Navy JROTC, Army and Army JROTC, and Air Force and Air Force JROTC.  
**COMPETENCY:** Identify rank structure.  
**NATIONAL STANDARDS:** NL-ENG.K-12.3 Evaluation Strategies, NI-ENG.K-12.6 Applying Knowledge

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**SKILL 6 TITLE:** **Chain of Command**  
**TIME:** 450 minutes  
**PURPOSE:** Introduces cadets to the purpose of the chain of command, the MCJROTC chain of command, and the Marine Corps chain of command.  
**COMPETENCY:** Identify chain of command; describe the Marine Corps organization; describe the Marine Air-Ground Task Force; identify posts and stations.  
**NATIONAL STANDARDS:** NL-ENG.K-12.3 Evaluation Strategies, NI-ENG.K-12.6 Applying Knowledge

**SKILL 7 TITLE:** **Military History**  
**TIME:** 1710 minutes  
**PURPOSE:** Provides an overview of the history of the Marine Corps to include origins of the Corps, significant dates, people, and battles.  
**COMPETENCY:** Understand territorial expansion and how it affected relations with external powers and Native Americans; changing role of the United States in world affairs through World War I; understand the causes and course of World War II; understand recent developments in foreign and domestic politics; understand the reasons for U.S. victory in the Revolution and territorial expansion after 1801; assess knowledge of Marine History during expansion and reform; understand the changing role of the United States in world affairs through World War I; understand how the United States changed from the end of World War I to the eve of the Great Depression; understand the causes and course of World War II, the character of the war at home and abroad, and its reshaping of the U.S. role in world affairs; identify Bronze Star through Medal of Honor medals and ribbons; understand how the Cold War and conflicts in Korea and Vietnam influenced domestic and international policies; understand the recent developments in foreign and domestic politics.  
**NATIONAL STANDARDS:** NSS-US.H.5-12.3 Era 3: Revolution and the New Nation (1754-1820s); NSS-US.H.5-12.4 Era 4: Expansion and Reform (1801-1861); NSS-US.H.5-12.7 Era 7: The Emergence of Modern America (1890-1930); NSS-US.H.5-12.8 Era 8: The Great Depression and World War II (1929-1945); NSS-US.H.5-12.9 Era 9: Postwar United States (1945 to early 1970s); NSS-US.H.5-12.10 Era 10: Contemporary United States (1968 to the Present); NSS-C.9-12.5 Roles of the Citizen



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**SKILL 8 TITLE:** **Marksmanship**  
**TIME:** 900 minutes  
**PURPOSE:** Provides information on the safe operation and training of rifle marksmanship.  
**COMPETENCY:** Demonstrate air rifle safety and marksmanship skills.  
**NATIONAL STANDARDS:** NPH.K-12.1 Movement Forms, NPH.K-12.2 Movement Concepts, NPH.K-12.5 Responsible Behavior, NPH.K-12.6 Respect for Others, NPH.K-12.7 Understanding Challenge

**SKILL 9 TITLE:** **First Aid**  
**TIME:** 270 minutes  
**PURPOSE:** Provides information and training on the four life-saving steps and prevention and treatment of heat and cold weather injuries.  
**COMPETENCY:** Apply basic life-saving and first aid skills.  
**NATIONAL STANDARDS:** NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.6 Applying Knowledge, NPH-H.9-12.3 Reducing Health Risks, NPH-H.9-12.5 Using Communication Skills to Promote Health, NPH-H.9-12.7 Health Advocacy, NPH.K-12.5 Responsible Behavior

**SKILL 10 TITLE:** **Interior Guard**  
**TIME:** 225 minutes  
**PURPOSE:** Explains general and special orders and guard duty.  
**COMPETENCY:** Describe guard duty; describe the interior guard.  
**NATIONAL STANDARDS:** NL-ENG.K-12.3 Evaluation Strategies, NL-ENG.K-12.6 Applying Knowledge, NL-ENG.K-12.6 Applying Language Skills

**SKILL 11 TITLE:** **Land Navigation**  
**TIME:** 1800 minutes  
**PURPOSE:** Provides information on all aspects of land navigation.  
**COMPETENCY:** Identify the marginal information, colors used, and topographic symbols; determine four and six digit grid coordinates; determine straight-line and irregular map distances between two points; determine azimuths; identify terrain features on a topographical map; identify the parts and functions of the compass; determine current location; determine the location of distant objects; navigate with a compass during daylight and navigate around obstacles; navigate using terrain association and dead reckoning; use map reading skills for an orienteering course; determine slope and contour interval on a topographical map.

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**NATIONAL STANDARDS:** NPH.K-12.5 Responsible Behavior, NM.9-12.7 Geometry, NSS-G.K-12.3 Physical Systems, NSS-G.K-12.1 The World in Spatial Terms, NSS-G.K-12.6 The Uses of Geography

**SKILL 12 TITLE:** **Uniform Code of Military Justice**

**TIME:** 585 minutes

**PURPOSE:** Explains the Uniform Code of Military Justice (UCMJ) to include origin, purpose, and types of courts martial, punishments, and discharges.

**COMPETENCY:** Understand how power and responsibility are distributed, shared, and limited in the government established by the United States Constitution; understand the rights of the citizen; understand the place of law in the American constitutional system; understand the general provisions of selected punitive articles; understand the forms of punishment authorized by the UCMJ and the five types of discharge; what is the place of law in the American constitutional system?

**NATIONAL STANDARDS:** NSS-C.9-12.3 Principles of Democracy, NSS-C.9-12.5 Role of the Citizen

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## Categories, Skills, and Tasks (Lessons)

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### **Category 1 Leadership**

#### ***Skill 1 Objectives of Leadership***

C1-S1-T1 Leadership Defined 45 min

C1-S1-T2 The Leader Within 45 min

C1-S1-T3 Leadership Primary and Secondary Objectives 90 min

#### ***Skill 2 Core Values***

C1-S2-T1 Ethics, Morals, Values 90 min

C1-S2-T2 Marine Corps Values 90 min

#### ***Skill 3 Leadership Traits***

C1-S3-T1 Using Introspection to Develop Leadership Traits 45 min

C1-S3-T2 Military Leadership Traits 90 min

#### ***Skill 4 Leadership Principles***

C1-S4-T1 The 11 Leadership Principles 90 min

#### ***Skill 5 Responsibilities***

C1-S5-T1 Responsibility, Accountability, Authority 90 min

C1-S5-T2 The Role of the NCO 90 min

C1-S5-T3 The Role of the Officer 90 min

#### ***Skill 6 Esprit De Corps***

C1-S6-T1 Motivational Principles and Techniques 90 min

C1-S6-T2 Maintaining High Morale 90 min

C1-S6-T3 Marine Discipline 90 min

C1-S6-T4 Resolving Conflicts in a Group 90 min

C1-S6-T5 In All Fairness – Equal Opportunity, Sexual Harassment and  
Fraternization 90 min

#### ***Skill 7 Proficiency***

C1-S7-T1 Team Training 90 min

C1-S7-T2 Proficiency Defined 45 min

C1-S7-T3 Conducting Individual and Team Training 90 min

C1-S7-T4 Importance of Inspections and Evaluations 45 min

C1-S7-T5 Evaluating and Recording Performance 45 min

C1-S7-T6 Leadership Styles 90 min

### **Category 2 Citizenship**

#### ***Skill 1 Patriotism***

C2-S1-T1 Defining Patriotism 90 min

C2-S1-T2 Rights, Responsibilities, and Privileges 90 min

C2-S1-T3 Attaining Citizenship 90 min

C2-S1-T4 Freedom Documents 180 min

C2-S1-T5 U.S. Citizenship 90 min

C2-S1-T6 Portraits of Patriots 180 min

C2-S1-T7 Great Americans and Their Contributions 90 min

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<b>Skill 2</b>	<b>Civic Responsibilities</b>	
C2-S2-T1	Volunteerism	90 min
C2-S2-T2	Getting Involved	45 min
C2-S2-T3	Plan and Conduct Special Events	90 min
C2-S2-T4	Keeping Current with Current Events	90 min
<b>Skill 3</b>	<b>National Defense</b>	
C2-S3-T1	Systems of Government	
L1	Political Systems of Government	90 min
L2	Economic Systems of Government	90 min
C2-S3-T2	Three Branches of Government	90 min
C2-S3-T3	History of the U.S. Flag	90 min
C2-S3-T4	Great American Seal	90 min
C2-S3-T5	Declare War/Maintain Navy	90 min
C2-S3-T6	Congress and the President – Their Tug of “War”	90 min
<b>Category 3</b>	<b>Personal Growth and Responsibilities</b>	
<b>Skill 1</b>	<b>Physical Fitness</b>	
C3-S1-T1	Physical Fitness Training-The Daily Sixteen	180 min
C3-S1-T2	The National Youth Physical Fitness Program	180 min
<b>Skill 2</b>	<b>Health, Hygiene and Nutrition</b>	
C3-S2-T1	Personal Hygiene	90 min
C3-S2-T2	Suicide Awareness and Prevention	90 min
C3-S2-T3	Managing Your Stress	90 min
C3-S2-T4	Drug and Alcohol Use and Abuse	90 min
C3-S2-T5	Drug and Alcohol, Prevention and Intervention	90 min
C3-S2-T6	Tobacco-Use and Effects	90 min
C3-S2-T7	You Are What You Eat	90 min
C3-S2-T8	Nourishing Your Body	90 min
<b>Skill 3</b>	<b>Social Skills</b>	
C3-S3-T1	Practicing Good Manners	90 min
C3-S3-T2	Proper Table Manners	90 min
C3-S3-T3	Service Etiquette	180 min
<b>Skill 4</b>	<b>Written and Oral Communications</b>	
C3-S4-T1	Effective Study Skills: Note Taking and SQ3R	180 min
C3-S4-T2	Communicating Effectively through Writing	90 min
C3-S4-T3	Becoming a Better Listener	90 min
C3-S4-T4	Becoming a Better Speaker	90 min
C3-S4-T5	Preparing and Giving Speeches	360 min
C3-S4-T6	Learn Effective Writing Skills	90 min
C3-S4-T7	No lesson plan required	90 min
C3-S4-T8	Preparing and Teaching a Lesson	180 min
C3-S4-T9	Writing a Research Paper	180 min
<b>Skill 5</b>	<b>Personal Finance</b>	
C3-S5-T1	NEFE Unit 1	360 min

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C3-S5-T2	NEFE Unit 2	360 min
C3-S5-T3	NEFE Unit 3	360 min
C3-S5-T4	NEFE Unit 4	360 min
C3-S5-T5	NEFE Unit 5	360 min
C3-S5-T6	NEFE Unit 6	360 min

**Category 4 Public Service and Career Exploration**

**Skill 1**

*Career Preparation*

C4-S1-T1	Introduction to Career Preparation – The Portfolio	90 min
C4-S1-T2	The Job Application and Interview	135 min
C4-S1-T3	College Preparation	45 min
C4-S1-T4	Behavior in the Workplace	45 min
C4-S1-T5	Resume	45 min

**Skill 2**

*Opportunities in Public Service*

C4-S2-T1	Community Service Careers	45 min
C4-S2-T2	State and Federal Careers	45 min
C4-S2-T3	Military Service Benefits	45 min
C4-S2-T4	Marine Enlisted Career Progression	45 min
C4-S2-T5	Marine Officer Career Progression	45 min
C4-S2-T6	Selective Service System	45 min
C4-S2-T7	ASVAB Test	45 min

**Category 5 General Military Subjects**

**Skill 1**

*Administration*

C5-S1-T1	Introduction to MCJROTC Leadership Education	45 min
C5-S1-T2	MCJROTC Unit Organization	45 min
C5-S1-T3	Requirements for MCJROTC Participation	45 min
C5-S1-T4	The Benefits for Successful Completion of MCJROTC	45 min
C5-S1-T5	Promotions and Awards – Signs of Success	90 min
C5-S1-T6	Uniform Issue and Turn-In	90 min
C5-S1-T7	Codes of Conduct	90 min
C5-S1-T8	Cadet Records	45 min
C5-S1-T9	Security Procedures – Are you Aware?	90 min

**Skill 2**

*Drill and Ceremonies*

C5-S2-T1		
L1	History of Drill	90 min
L2	Introduction to Drill	90 min
C5-S2-T2	Drill and Ceremony	
C5-S2-T3	Drill and Ceremony	
C5-S2-T4	Drill and Ceremony	
C5-S2-T5	Drill and Ceremony	
C5-S2-T6	Drill and Ceremony	
C5-S2-T7	Drill and Ceremony	
C5-S2-T8	Drill and Ceremony	
C5-S2-T9	Drill and Ceremony	
C5-S2-T10	Drill and Ceremony	

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C5-S2-T11	Drill and Ceremony	
C5-S2-T12	Drill and Ceremony	
C5-S2-T13	Drill and Ceremony	
C5-S2-T14	Drill and Ceremony	
C5-S2-T15	Drill and Ceremony	
C5-S2-T16	Drill and Ceremony	
C5-S2-T17	Drill and Ceremony	
C5-S2-T18	Drill and Ceremony	
C5-S2-T19	Drill and Ceremony	
C5-S2-T20	Drill and Ceremony	
C5-S2-T21	Drill and Ceremony	
C5-S2-T22	Drill and Ceremony	
<b>Skill 3</b>	<b><i>Uniforms, Clothing, and Equipments</i></b>	
C5-S3-T1	Professional Personal Appearance	90 min
C5-S3-T2	Introduction to MCJROTC Uniforms	90 min
C5-S3-T3	Wear and Care of the Utility and Physical Training Uniform	90 min
C5-S3-T4	Wear and Care of the Service Uniform	45 min
C5-S3-T5	Uniforms, Insignia and Grooming	90 min
C5-S3-T6	Personnel Inspections	45 min
C5-S3-T7	Blue Dress Uniforms	90 min
<b>Skill 4</b>	<b><i>Customs, Courtesies and Traditions</i></b>	
C5-S4-T1	The Salute – A Sign of Respect	45 min
C5-S4-T2	Rendering Salutations	90 min
C5-S4-T3	Reporting	45 min
C5-S4-T4	The National Colors – Symbol of Freedom	45 min
C5-S4-T5	Marines' Hymn	90 min
C5-S4-T6	A Symbol of Pride	45 min
C5-S4-T7	Marine Corps Birthday	45 min
C5-S4-T8	Nautical Terms	45 min
C5-S4-T9	Marine Corps Symbols	90 min
C5-S4-T10	United States Flag – Colors of Pride	90 min
C5-S4-T11	Pledge of Allegiance	45 min
C5-S4-T12	Boarding a Naval Vessel	45 min
C5-S4-T13	Marine Corps Birthday Celebration	45 min
C5-S4-T14	Mess Night	45 min
<b>Skill 5</b>	<b><i>Rank Structure</i></b>	
C5-S5-T1	Marine Corps JROTC Rank Structure	90 min
C5-S5-T2	Marine Corps Rank Structure	90 min
C5-S5-T3	Navy Rank Structure	90 min
C5-S5-T4	Navy JROTC Rank Structure	45 min
C5-S5-T5	Army Rank Structure	45 min
C5-S5-T6	Army JROTC Rank Structure	45 min
C5-S5-T7	Air Force Rank Structure	45 min

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C5-S5-T8	Air Force JROTC Rank Structure	45 min
C5-S5-T9	Marine Corps Rank	90 min
<i>Skill 6</i>	<i>Chain of Command</i>	
C5-S6-T1	The Purpose of the Chain of Command	45 min
C5-S6-T2	MCJROTC Unit Chain of Command	90 min
C5-S6-T3	Marine Corps Chain of Command	45 min
C5-S6-T4	Marine Corps Posts and Stations	90 min
C5-S6-T5	The Organization of the Marine Corps	90 min
C5-S6-T6	The Marine Air-Ground Task Force	90 min
<i>Skill 7</i>	<i>Military History</i>	
C5-S7-T1		
L1	From the Halls of Montezuma	90 min
L2	Growth in Size and Stature	90 min
L3	World War II and the Korean War	90 min
L4	The Marines in the Modern Era	90 min
C5-S7-T2		
L1	U.S. Marine Corps - The Early Years (1175-1815)	90 min
L2	A New Nation Takes Shape	90 min
L3	The Marines have Landed	90 min
L4	The War to End all Wars	90 min
C5-S7-T3		
L1	In Between Wars (1919-1941)	90 min
L2	1942	90 min
L3	1943	90 min
L4	1944	90 min
L5	1945	90 min
C5-S7-T4	Medals and Ribbons	90 min
C5-S7-T5		
L1	The Korean War	90 min
L2	The Fifties and Early Sixties	90 min
L3	The Dominican Republic and the War in Vietnam	90 min
L4	Post Vietnam and the 80s	90 min
L5	The Gulf War, Somalia, and Bosnia	90 min
<i>Skill 8</i>	<i>Marksmanship</i>	
C5-S8-T1		
L1	History of Marksmanship	90 min
L2	Firearm Safety and Safe Range Operation	90 min
L3	Target Shooting Equipment and Its Operation	90 min
C5-S8-T2		
L1	The First Target Position Standing	90 min
L2	Aiming and Firing	90 min
L3	Sight Adjustment and Scoring	90 min
L4	The Prone Position	90 min

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L5	The Kneeling Position	90 min
L6	Practice and Skill Development	90 min
L7	Competition Opportunities	90 min
<b>Skill 9</b>	<b>First Aid</b>	
C5-S9-T1	The Four Life-Saving Steps	90 min
C5-S9-T2	Heat Injuries	90 min
C5-S9-T3	Treatment of Cold Weather Injuries	90 min
<b>Skill 10</b>	<b>Interior Guard</b>	
C5-S10-T1	The Eleven General Orders	135 min
C5-S10-T2	Interior Guard	90 min
<b>Skill 11</b>	<b>Land Navigation</b>	
C5-S11-T1	Introduction to the Military Map	90 min
C5-S11-T2	The Grid System	90 min
C5-S11-T3	Determining Distance	90 min
C5-S11-T4	Azimuth	90 min
C5-S11-T5	Terrain Features	90 min
C5-S11-T6	Slope and Contour Lines	180 min
C5-S11-T7	The Lensatic Compass	90 min
C5-S11-T8	Determining Your Location	180 min
C5-S11-T9	Determining the Location of Distant Objects	180 min
C5-S11-T10	Navigating with a Compass	180 min
C5-S11-T11	Terrain Association and Dead Reckoning	180 min
C5-S11-T12	Orienteering	360 min
<b>Skill 12</b>	<b>Uniform Code of Military Justice (UCMJ)</b>	
C5-S12-T1	The Uniform Code of Military Justice – Why? When? Who?	90 min
C5-S12-T2	Nonjudicial Punishment and the Rights of the Accused	135 min
C5-S12-T3	Three Types of Court Martial	90 min
C5-S12-T4	Punitive Articles	90 min
C5-S12-T5	Punishments and Discharges	90 min
C5-S12-T6	Mock Trial - NJP	90 min



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**Lessons by LE Level**

**LE 1**

**Category 1 Leadership**

**Skill 1 Objectives of Leadership**

C1-S1-T1 Leadership Defined 45 min

C1-S1-T2 The Leader Within 45 min

**Skill 2 Core Values**

C1-S2-T1 Ethics, Morals, Values 90 min

C1-S2-T2 Marine Corps Values 90 min

**Skill 3 Leadership Traits**

C1-S3-T1 Using Introspection to Develop Leadership Traits 45 min

C1-S3-T2 Military Leadership Traits 90 min

**Category 2 Citizenship**

**Skill 1 Patriotism**

C2-S1-T1 Defining Patriotism 90 min

C2-S1-T2 Rights, Responsibilities, and Privileges 90 min

C2-S1-T3 Attaining Citizenship 90 min

**Skill 2 Civic Responsibilities**

C2-S2-T1 Volunteerism 90 min

C2-S2-T2 Getting Involved 45 min

**Category 3 Personal Growth and Responsibilities**

**Skill 1 Physical Fitness**

C3-S1-T1 Physical Fitness Training-The Daily Sixteen 180 min

C3-S1-T2 The National Youth Physical Fitness Program 180 min

**Skill 2 Health, Hygiene and Nutrition**

C3-S2-T1 Personal Hygiene 90 min

C3-S2-T2 Suicide Awareness and Prevention 90 min

C3-S2-T3 Managing Your Stress 90 min

C3-S2-T4 Drug and Alcohol Use and Abuse 90 min

C3-S2-T5 Drug and Alcohol, Prevention and Intervention 90 min

C3-S2-T6 Tobacco-Use and Effects 90 min

C3-S2-T7 You Are What You Eat 90 min

C3-S2-T8 Nourishing Your Body 90 min

**Skill 3 Social Skills**

C3-S3-T1 Practicing Good Manners 90 min

C3-S3-T2 Proper Table Manners 90 min

**Skill 4 Written and Oral Communications**

C3-S4-T1 Effective Study Skills: Note Taking and SQ3R 180 min

C3-S4-T2 Communicating Effectively through Writing 90 min

C3-S4-T3 Becoming a Better Listener 90 min

C3-S4-T4 Becoming a Better Speaker 90 min

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C3-S4-T5	Preparing and Giving Speeches	180 min
<b>Category 4</b>	<b>Public Service and Career Exploration</b>	
<i>Skill 1</i>	<i>Career Preparation</i>	
C4-S1-T1	Introduction to Career Preparation – The Portfolio	90 min
<b>Category 5</b>	<b>General Military Subjects</b>	
<i>Skill 1</i>	<i>Administration</i>	
C5-S1-T1	Introduction to MCJROTC Leadership Education	45 min
C5-S1-T2	MCJROTC Unit Organization	45 min
C5-S1-T3	Requirements for MCJROTC Participation	45 min
C5-S1-T4	The Benefits for Successful Completion of MCJROTC	45 min
C5-S1-T5	Promotions and Awards – Signs of Success	90 min
C5-S1-T6	Uniform Issue and Turn-In	90 min
C5-S1-T7	Codes of Conduct	90 min
C5-S1-T8	Cadet Records	45 min
C5-S1-T9	Security Procedures – Are you Aware?	90 min
<i>Skill 2</i>	<i>Drill and Ceremonies</i>	
C5-S2-T1		
L1	History of Drill	90 min
L2	Introduction to Drill	90 min
C5-S2-T2	Drill and Ceremony	
C5-S2-T3	Drill and Ceremony	
C5-S2-T4	Drill and Ceremony	
C5-S2-T5	Drill and Ceremony	
C5-S2-T6	Drill and Ceremony	
C5-S2-T7	Drill and Ceremony	
C5-S2-T8	Drill and Ceremony	
C5-S2-T9	Drill and Ceremony	
C5-S2-T10	Drill and Ceremony	
C5-S2-T11	Drill and Ceremony	
C5-S2-T12	Drill and Ceremony	
C5-S2-T13	Drill and Ceremony	
C5-S2-T14	Drill and Ceremony	
C5-S2-T15	Drill and Ceremony	
C5-S2-T16	Drill and Ceremony	
C5-S2-T17	Drill and Ceremony	
C5-S2-T18	Drill and Ceremony	
C5-S2-T19	Drill and Ceremony	
C5-S2-T20	Drill and Ceremony	
C5-S2-T21	Drill and Ceremony	
C5-S2-T22	Drill and Ceremony	
<i>Skill 3</i>	<i>Uniforms, Clothing, and Equipments</i>	
C5-S3-T1	Professional Personal Appearance	90 min
C5-S3-T2	Introduction to MCJROTC Uniforms	90 min
C5-S3-T3	Wear and Care of the Utility and Physical Training Uniform	90 min

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C5-S3-T4	Wear and Care of the Service Uniform	45 min
<i>Skill 4</i>	<i>Customs, Courtesies and Traditions</i>	
C5-S4-T1	The Salute – A Sign of Respect	45 min
C5-S4-T2	Rendering Salutations	90 min
C5-S4-T3	Reporting	45 min
C5-S4-T4	The National Colors – Symbol of Freedom	45 min
C5-S4-T5	Marines' Hymn	90 min
C5-S4-T6	A Symbol of Pride	45 min
C5-S4-T7	Marine Corps Birthday	45 min
<i>Skill 5</i>	<i>Rank Structure</i>	
C5-S5-T1	Marine Corps JROTC Rank Structure	90 min
C5-S5-T2	Marine Corps Rank Structure	90 min
<i>Skill 6</i>	<i>Chain of Command</i>	
C5-S6-T1	The Purpose of the Chain of Command	45 min
C5-S6-T2	MCJROTC Unit Chain of Command	90 min
C5-S6-T3	Marine Corps Chain of Command	45 min
<i>Skill 7</i>	<i>Military History</i>	
C5-S7-T1		
L1	From the Halls of Montezuma	90 min
L2	Growth in Size and Stature	90 min
L3	World War II and the Korean War	90 min
L4	The Marines in the Modern Era	90 min
<i>Skill 8</i>	<i>Marksmanship</i>	
C5-S8-T1		
L1	History of Marksmanship	90 min
L2	Firearm Safety and Safe Range Operation	90 min
L3	Target Shooting Equipment and Its Operation	90 min
<i>Skill 9</i>	<i>First Aid</i>	
C5-S9-T1	The Four Life-Saving Steps	90 min
C5-S9-T2	Heat Injuries	90 min
C5-S9-T3	Treatment of Cold Weather Injuries	90 min

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**Lessons by LE Level**

**LE 2**

**Category 1 Leadership**

*Skill 1*

***Objectives of Leadership***

C1-S1-T3 Leadership Primary and Secondary Objectives 90 min

*Skill 4*

***Leadership Principles***

C1-S4-T1 The 11 Leadership Principles 90 min

*Skill 5*

***Responsibilities***

C1-S5-T1 Responsibility, Accountability, Authority 90 min

C1-S5-T2 The Role of the NCO 90 min

C1-S5-T3 The Role of the Officer 90 min

*Skill 6*

***Esprit De Corps***

C1-S6-T1 Motivational Principles and Techniques 90 min

C1-S6-T2 Maintaining High Morale 90 min

C1-S6-T3 Marine Discipline 90 min

*Skill 7*

***Proficiency***

C1-S7-T1 Team Training 90 min

C1-S7-T2 Proficiency Defined 45 min

**Category 2 Citizenship**

*Skill 1*

***Patriotism***

C2-S1-T4 Freedom Documents 180 min

C2-S1-T5 U.S. Citizenship 90 min

*Skill 2*

***Civic Responsibilities***

C2-S2-T4 Keeping Current with Current Events 90 min

*Skill 3*

***National Defense***

C2-S3-T1 Systems of Government

L1 Political Systems of Government 90 min

L2 Economic Systems of Government 90 min

C2-S3-T2 Three Branches of Government 90 min

C2-S3-T3 History of the U.S. Flag 90 min

C2-S3-T4 Great American Seal 90 min

**Category 3 Personal Growth and Responsibilities**

*Skill 1*

***Physical Fitness***

C3-S1-T1 Physical Fitness Training-The Daily Sixteen

C3-S1-T2 The National Youth Physical Fitness Program

*Skill 2*

***Health, Hygiene and Nutrition***

C3-S2-T1 Personal Hygiene 45 min

C3-S2-T2 Suicide Awareness and Prevention 45 min

C3-S2-T3 Managing Your Stress 45 min

C3-S2-T4 Drug and Alcohol Use and Abuse 45 min

C3-S2-T5 Drug and Alcohol, Prevention and Intervention 45 min

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C3-S2-T6	Tobacco-Use and Effects	45 min
C3-S2-T7	You Are What You Eat	45 min
C3-S2-T8	Nourishing Your Body	45 min
<i>Skill 4</i>	<i>Written and Oral Communications</i>	
C3-S4-T5	Preparing and Giving Speeches	180 min
C3-S4-T6	Learn Effective Writing Skills	90 min
<b>Category 4</b>	<b>Public Service and Career Exploration</b>	
<i>Skill 1</i>	<i>Career Preparation</i>	
C4-S1-T2	The Job Application and Interview	135 min
<b>Category 5</b>	<b>General Military Subjects</b>	
<i>Skill 2</i>	<i>Drill and Ceremonies</i>	
C5-S2-T1		
L1	History of Drill	45 min
L2	Introduction to Drill	45 min
C5-S2-T2	Drill and Ceremony	
C5-S2-T3	Drill and Ceremony	
C5-S2-T4	Drill and Ceremony	
C5-S2-T5	Drill and Ceremony	
C5-S2-T6	Drill and Ceremony	
C5-S2-T7	Drill and Ceremony	
C5-S2-T8	Drill and Ceremony	
C5-S2-T9	Drill and Ceremony	
C5-S2-T10	Drill and Ceremony	
C5-S2-T11	Drill and Ceremony	
C5-S2-T12	Drill and Ceremony	
C5-S2-T13	Drill and Ceremony	
C5-S2-T14	Drill and Ceremony	
C5-S2-T15	Drill and Ceremony	
C5-S2-T16	Drill and Ceremony	
C5-S2-T17	Drill and Ceremony	
C5-S2-T18	Drill and Ceremony	
C5-S2-T19	Drill and Ceremony	
C5-S2-T20	Drill and Ceremony	
C5-S2-T21	Drill and Ceremony	
C5-S2-T22	Drill and Ceremony	
<i>Skill 3</i>	<i>Uniforms, Clothing, and Equipments</i>	
C5-S3-T5	Uniforms, Insignia and Grooming	90 min
C5-S3-T7	Blue Dress Uniforms	90 min
<i>Skill 4</i>	<i>Customs, Courtesies and Traditions</i>	
C5-S4-T8	Nautical Terms	45 min
C5-S4-T9	Marine Corps Symbols	90 min
C5-S4-T10	United States Flag – Colors of Pride	90 min
C5-S4-T11	Pledge of Allegiance	45 min
C5-S4-T12	Boarding a Naval Vessel	45 min

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<b>Skill 5</b>	<b>Rank Structure</b>	
C5-S5-T3	Navy Rank Structure	90 min
C5-S5-T4	Navy JROTC Rank Structure	45 min
<b>Skill 6</b>	<b>Chain of Command</b>	
C5-S6-T4	Marine Corps Posts and Stations	90 min
<b>Skill 7</b>	<b>Military History</b>	
C5-S7-T2		
L1	U.S. Marine Corps - The Early Years (1175-1815)	90 min
L2	A New Nation Takes Shape	90 min
L3	The Marines have Landed	90 min
L4	The War to End all Wars	90 min
<b>Skill 8</b>	<b>Marksmanship</b>	
C5-S8-T1		
L2	Firearm Safety and Safe Range Operation	90 min
L3	Target Shooting Equipment and Its Operation	90 min
C5-S8-T2		
L1	The First Target Position Standing	90 min
L2	Aiming and Firing	90 min
L3	Sight Adjustment and Scoring	90 min
L4	The Prone Position	90 min
L5	The Kneeling Position	90 min
L6	Practice and Skill Development	90 min
L7	Competition Opportunities	90 min
<b>Skill 10</b>	<b>Interior Guard</b>	
C5-S10-T1	The Eleven General Orders	135 min
C5-S10-T2	Interior Guard	90 min
<b>Skill 11</b>	<b>Land Navigation</b>	
C5-S11-T1	Introduction to the Military Map	90 min
C5-S11-T2	The Grid System	90 min
C5-S11-T3	Determining Distance	90 min
C5-S11-T4	Azimuth	90 min
C5-S11-T5	Terrain Features	90 min
C5-S11-T6	Slope and Contour Lines	180 min
<b>Skill 12</b>	<b>Uniform Code of Military Justice (UCMJ)</b>	
C5-S12-T1	The Uniform Code of Military Justice – Why? When? Who?	90 min
C5-S12-T2	Nonjudicial Punishment and the Rights of the Accused	135 min
C5-S12-T3	Three Types of Court Martial	90 min

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**Lessons by LE Level**

**LE 3**

**Category 1 Leadership**

*Skill 7*

*Proficiency*

C1-S7-T3	Conducting Individual and Team Training	90 min
C1-S7-T4	Importance of Inspections and Evaluations	45 min
C1-S7-T5	Evaluating and Recording Performance	45 min
C1-S7-T6	Leadership Styles	90 min

**Category 2 Citizenship**

*Skill 2*

*Civic Responsibilities*

C2-S2-T3	Plan and Conduct Special Events	90 min
C2-S2-T4	Keeping Current with Current Events	90 min

*Skill 3*

*National Defense*

C2-S3-T5	Declare War/Maintain Navy	90 min
C2-S3-T6	Congress and the President – Their Tug of “War”	90 min

**Category 3 Personal Growth and Responsibilities**

*Skill 1*

*Physical Fitness*

C3-S1-T1	Physical Fitness Training-The Daily Sixteen	
C3-S1-T2	The National Youth Physical Fitness Program	

*Skill 3*

*Social Skills*

C3-S3-T3	Service Etiquette	180 min
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*Skill 4*

*Written and Oral Communications*

C3-S4-T7	Speech Presentations (no formal lesson plan required)	90 min
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*Skill 5*

*Personal Finance*

C3-S5-T1	NEFE Unit 1	360 min
C3-S5-T2	NEFE Unit 2	360 min
C3-S5-T3	NEFE Unit 3	360 min
C3-S5-T4	NEFE Unit 4	360 min
C3-S5-T5	NEFE Unit 5	360 min
C3-S5-T6	NEFE Unit 6	360 min

**Category 4 Public Service and Career Exploration**

*Skill 1*

*Career Preparation*

C4-S1-T3	College Preparation	45 min
C4-S1-T4	Behavior in the Workplace	45 min

*Skill 2*

*Opportunities in Public Service*

C4-S2-T1	Community Service Careers	45 min
C4-S2-T2	State and Federal Careers	45 min
C4-S2-T3	Military Service Benefits	45 min
C4-S2-T4	Marine Enlisted Career Progression	45 min
C4-S2-T5	Marine Officer Career Progression	45 min

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**Category 5    General Military Subjects**

***Skill 2***

***Drill and Ceremonies***

C5-S2-T1		
L1	History of Drill	45 min
L2	Introduction to Drill	45 min
C5-S2-T2	Drill and Ceremony	
C5-S2-T3	Drill and Ceremony	
C5-S2-T4	Drill and Ceremony	
C5-S2-T5	Drill and Ceremony	
C5-S2-T6	Drill and Ceremony	
C5-S2-T7	Drill and Ceremony	
C5-S2-T8	Drill and Ceremony	
C5-S2-T9	Drill and Ceremony	
C5-S2-T10	Drill and Ceremony	
C5-S2-T11	Drill and Ceremony	
C5-S2-T12	Drill and Ceremony	
C5-S2-T13	Drill and Ceremony	
C5-S2-T14	Drill and Ceremony	
C5-S2-T15	Drill and Ceremony	
C5-S2-T16	Drill and Ceremony	
C5-S2-T17	Drill and Ceremony	
C5-S2-T18	Drill and Ceremony	
C5-S2-T19	Drill and Ceremony	
C5-S2-T20	Drill and Ceremony	
C5-S2-T21	Drill and Ceremony	
C5-S2-T22	Drill and Ceremony	

***Skill 5***

***Rank Structure***

C5-S5-T5	Army Rank Structure	45 min
C5-S5-T6	Army JROTC Rank Structure	45 min
C5-S5-T7	Air Force Rank Structure	45 min
C5-S5-T8	Air Force JROTC Rank Structure	45 min
C5-S5-T9	Marine Corps Rank	90 min

***Skill 6***

***Chain of Command***

C5-S6-T5	The Organization of the Marine Corps	90 min
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***Skill 7***

***Military History***

C5-S7-T3		
L1	In Between Wars (1919-1941)	90 min
L2	1942	90 min
L3	1943	90 min
L4	1944	90 min
L5	1945	90 min
C5-S7-T4	Medals and Ribbons	90 min

***Skill 8***

***Marksmanship***

C5-S8-T1



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L2	Firearm Safety and Safe Range Operation	90 min
L3	Target Shooting Equipment and Its Operation	90 min
<i>Skill 11</i>	<i>Land Navigation</i>	
C5-S11-T7	The Lensatic Compass	90 min
C5-S11-T8	Determining Your Location	180 min
C5-S11-T9	Determining the Location of Distant Objects	180 min
C5-S11-T10	Navigating with a Compass	180 min
C5-S11-T11	Terrain Association and Dead Reckoning	180 min
<i>Skill 12</i>	<i>Uniform Code of Military Justice (UCMJ)</i>	
C5-S12-T4	Punitive Articles	90 min
C5-S12-T5	Punishments and Discharges	90 min

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**Lessons by LE Level**

**LE 4**

**Category 1 Leadership**

*Skill 6 Esprit De Corps*

C1-S6-T4 Resolving Conflicts in a Group 90 min

C1-S6-T5 In All Fairness – Equal Opportunity, Sexual Harassment, and  
Fraternization 90 min

**Category 2 Citizenship**

*Skill 1 Patriotism*

C2-S1-T6 Portraits of Patriots 180 min

C2-S1-T7 Great Americans and Their Contributions 90 min

*Skill 2 Civic Responsibilities*

C2-S2-T4 Keeping Current with Current Events 90 min

**Category 3 Personal Growth and Responsibilities**

*Skill 1 Physical Fitness*

C3-S1-T1 Physical Fitness Training-The Daily Sixteen

C3-S1-T2 The National Youth Physical Fitness Program

*Skill 4 Written and Oral Communications*

C3-S4-T8 Preparing and Teaching a Lesson 180 min

C3-S4-T9 Writing a Research Paper 180 min

**Category 4 Public Service and Career Exploration**

*Skill 1 Career Preparation*

C4-S1-T5 Resume 45 min

*Skill 2 Opportunities in Public Service*

C4-S2-T6 Selective Service System 45 min

C4-S2-T7 ASVAB Test 45 min

**Category 5 General Military Subjects**

*Skill 2 Drill and Ceremonies*

C5-S2-T1  
L1 History of Drill 45 min

L2 Introduction to Drill 45 min

C5-S2-T2 Drill and Ceremony

C5-S2-T3 Drill and Ceremony

C5-S2-T4 Drill and Ceremony

C5-S2-T5 Drill and Ceremony

C5-S2-T6 Drill and Ceremony

C5-S2-T7 Drill and Ceremony

C5-S2-T8 Drill and Ceremony

C5-S2-T9 Drill and Ceremony

C5-S2-T10 Drill and Ceremony

C5-S2-T11 Drill and Ceremony

C5-S2-T12 Drill and Ceremony

C5-S2-T13 Drill and Ceremony

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C5-S2-T14	Drill and Ceremony	
C5-S2-T15	Drill and Ceremony	
C5-S2-T16	Drill and Ceremony	
C5-S2-T17	Drill and Ceremony	
C5-S2-T18	Drill and Ceremony	
C5-S2-T19	Drill and Ceremony	
C5-S2-T20	Drill and Ceremony	
C5-S2-T21	Drill and Ceremony	
C5-S2-T22	Drill and Ceremony	
<b>Skill 3</b>	<b><i>Uniforms, Clothing, and Equipments</i></b>	
C5-S3-T6	Personnel Inspections	45 min
<b>Skill 4</b>	<b><i>Customs, Courtesies and Traditions</i></b>	
C5-S4-T13	Marine Corps Birthday Celebration	45 min
C5-S4-T14	Mess Night	45 min
<b>Skill 6</b>	<b><i>Chain of Command</i></b>	
C5-S6-T6	The Marine Air-Ground Task Force	90 min
<b>Skill 7</b>	<b><i>Military History</i></b>	
C5-S7-T5		
L1	The Korean War	90 min
L2	The Fifties and Early Sixties	90 min
L3	The Dominican Republic and the War in Vietnam	90 min
L4	Post Vietnam and the 80s	90 min
L5	The Gulf War, Somalia, and Bosnia	90 min
<b>Skill 8</b>	<b><i>Marksmanship</i></b>	
C5-S8-T1		
L2	Firearm Safety and Safe Range Operation	90 min
L3	Target Shooting Equipment and Its Operation	90 min
<b>Skill 11</b>	<b><i>Land Navigation</i></b>	
C5-S11-T12	Orienteering	360 min
<b>Skill 12</b>	<b><i>Uniform Code of Military Justice (UCMJ)</i></b>	
C5-S12-T6	Mock Trial - NJP	90 min

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## **CORE**

The Core classes are an integral part of a cadet's education and training. Core classes are given throughout the entire scope of the four-year curriculum and require extensive follow-up and practical application to expand and enhance the classroom instruction.

### **Category 2    Citizenship**

*Skill 2            Civic Responsibilities*

C2-S2-T4        Keeping Current with Current Events

### **Category 3    Personal Growth and Responsibilities**

*Skill 1            Physical Fitness*

C3-S1-T1        Physical Fitness Training-The Daily Sixteen

C3-S1-T2        The National Youth Physical Fitness Program

### **Category 5    General Military Subjects**

*Skill 2            Drill and Ceremonies*

C5-S2-T1

    L1        History of Drill

    L2        Introduction to Drill

C5-S2-T2        Drill and Ceremony

C5-S2-T4        Drill and Ceremony

C5-S2-T5        Drill and Ceremony

C5-S2-T6        Drill and Ceremony

C5-S2-T7        Drill and Ceremony

C5-S2-T8        Drill and Ceremony

C5-S2-T9        Drill and Ceremony

C5-S2-T10       Drill and Ceremony

C5-S2-T11       Drill and Ceremony

C5-S2-T12       Drill and Ceremony

C5-S2-T13       Drill and Ceremony

C5-S2-T14       Drill and Ceremony

C5-S2-T15       Drill and Ceremony

C5-S2-T16       Drill and Ceremony

C5-S2-T17       Drill and Ceremony

C5-S2-T18       Drill and Ceremony

C5-S2-T19       Drill and Ceremony

C5-S2-T20       Drill and Ceremony

C5-S2-T21       Drill and Ceremony

C5-S2-T22       Drill and Ceremony

*Skill 3            Uniforms, Clothing, and Equipments*

C5-S3-T7        Blue Dress Uniforms

*Skill 8            Marksmanship*

C5-S8-T1

    L1        History of Marksmanship

    L2        Firearm Safety and Safe Range Operation

    L3        Target Shooting Equipment and Its Operation

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C5-S8-T2

- L1 The First Target Position Standing
- L2 Aiming and Firing
- L3 Sight Adjustment and Scoring
- L4 The Prone Position
- L5 The Kneeling Position
- L6 Practice and Skill Development
- L7 Competition Opportunities

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## **Instructor Materials**

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### **Print Materials**

1. Program of Instruction (POI)
2. Instructor Guide - Leadership Education (LE 1)
3. Instructor Guide - Leadership Education (LE 2)
4. Instructor Guide - Leadership Education (LE 3)
5. Instructor Guide - Leadership Education (LE 4)
6. Instructor Guide - Core

### **CD-ROMs**

7. Instructor CD - Leadership Education (LE 1)
8. Instructor CD - Leadership Education (LE 1)
9. Instructor CD - Leadership Education (LE 1)
10. Instructor CD - Leadership Education (LE 1)
11. Instructor CD - Core

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## **Instructor Desk Reference**

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### **Marine Corps JROTC Course Competencies**

Performance assessment is driven by competencies. A competency is a major skill or ability needed to perform a task effectively and efficiently. Course competencies are outcomes that are stated in observable and measurable terms telling learners what they will be able to do as the result of a given learning experience. Competencies describe performance at the application level or above. They are supported by criterion (or learning objectives) that serves as benchmarks toward achieving the competency.

### **National Standards**

Standards are learning elements that have been deemed as "essential" to a curriculum -- in this case the following copy from Education World's website regarding the National Education Standards might help to define this: "All states and schools will have challenging and clear standards of achievement and accountability for all children, and effective strategies for reaching those standards." -- U.S. Dept. of Education.

In response, several national and education organizations have taken on the voluntary challenge and created sets of standards or guidelines to be used on a national level, including the National Council of Teachers of Mathematics, the National Council of Teachers of English, the National Geographic Society, the National Council on Economic Education, the National Council for the Social Studies, the Center for Civic Education, the Consortium of National Arts Education Associations, the National Center for History in the Schools, the International Society for Technology in Education (ISTE), and the National Academies of Science. These subsets are National Education Standards that can be linked to a competency. Linking to a competency is essentially saying:

1. Here is what JROTC cadets should know or do as a result of completing this task or lesson.
2. The curriculum content is validated and meets many of the U.S. Department of Education's outlined essential standards of education for K-12 students.

### **SCANS**

Former Secretary of Labor, Elizabeth Dole, directed a commission called the Secretary's Commission on Achieving Necessary Skills (SCANS) to determine the skills the youth of America need to succeed in the workplace. The purpose of the commission's report was to encourage a high performance economy characterized by high-skilled, high wage employment.

The competencies in the commission's report focus on one aspect of education -- "learning a living," in other words, what does work require of schools. Workers in a high performance workplace should possess a solid foundation in basic literacy and computational skills, in thinking skills necessary to put knowledge to work, and in personal qualities that make workers capable, dedicated, and trustworthy. Other competencies in a high performance workplace include the ability to manage resources, work amicably and productively with others, acquire and use information, master complex systems, and work with a variety of technologies.

MCJROTC is in a unique position to help cadets achieve success in many of the competencies identified in SCANS. As an instructor in the program, you can provide cadets with

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many opportunities to work in teams, solve problems together, take leadership positions, communicate effectively in front of a group, learn about the complexities of the military and how it functions around the world, etc. The activities in the LE curriculum and the supporting curriculums provide you with the tools you need to help every cadet meet the goals of SCANS. (See <http://www.scans.jhu.edu/> for more information.)

### **Lesson Objectives**

Lesson objectives found on Microsoft® PowerPoint slides can be displayed from the LE CDs or overhead, on poster board, chart paper, or written on a board in the room. Note: If the Microsoft® PowerPoint slide is used, the objectives may not be visible to the cadets and the instructor throughout the lesson.

### **Authentic Assessments**

Grading cadets is necessary and complex; however, you can ensure that grades are meaningful, relevant and practical evaluations of cadet learning. Learning activities such as projects, simulations, and performances can be assessed using standards that are practical and based in real-life settings. Whenever you use an authentic assessment tool, remember to assess cadets the way you teach them. For example, if you lecture them, then asking recall or true and false questions are appropriate. If you ask them to work in small groups to create a project, then the project should be evaluated using the set of criteria established for project development. In other words, a true/false test would be completely inappropriate for assessing the project. One thing to remember related to authentic assessments is that the evaluations should reflect the teaching strategies.

Authentic assessments provide cadets specific feedback on their skills and knowledge. You can use this feedback to help cadets improve (formative assessments) or for their final grades (summative assessments). Cadets can also use the assessment tools to evaluate themselves and other cadets. Cadets can help develop assessment tools because they will feel ownership of the tool and they will become aware of the specific requirements of each assignment or skill. Authentic assessments include graphic organizers, journals, learning logs, observation checklists, portfolios, rubrics, and tests and quizzes. In the majority of the lesson plans, authentic assessments have been provided for you. Remember that they can be customized to fit your needs.

### **Materials**

Materials are the equipment, resources, supplies, and technologies you will need to teach the lesson effectively. Materials include such things as chart paper, markers, computer or overhead projector, videos, visuals, exercises, assessments, etc. They are separated into high end (use if you have a computer in the classroom) and low end (use if no computer is available and print out visuals on transparencies for overheads). Cadets need access to the materials required to accomplish the goals of the lesson.

### **Key Words**

Key words are provided in Cadet Texts and Microsoft® PowerPoint for the benefit of the cadet and the instructor.



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The instructor can guide the class toward key words as they progress through the lesson. Key words have been identified to allow the text to be written at a higher level. It is important to insure the cadets understand the key words as they progress through the lesson.

As cadets work through a lesson, they should work to be able to define each of the words by the end of the class. There is a slide for the key words and to use as a reinforcing tool. In the reflection portion of the apply phase, the instructor may clarify definitions for the cadets if needed.

### **Setup**

In every lesson plan, there are two places to determine how to prepare for the lesson. A short description on how to organize and prepare for class follows the list of materials and key words in the section labeled "Setup." Setup instructions are also detailed in the beginning of each phase within the lesson plan.

### **Lesson Preview**

The lesson preview is a shortened version of your lesson plan. It provides a quick look at the learning activities and instructional strategies included in each phase of the lesson. The lesson preview provides you with the big picture of what cadets are going to learn and how they are going to learn it.

### **Icebreaker/Energizer**

These are physically active games or other activities that increase group interaction, promote a sense of team, generate laughter and a sense of fun, and introduce the concept or lesson objectives.

### **Phase 1 – Inquire**

The purpose of this phase is to determine what cadets already know or don't know about the lesson content. The questions below will help both instructor and cadets understand the cadets' baseline understanding of the lesson objectives. What do cadets know? What don't they know? What do cadets misunderstand? What are the cadets' past experiences? What do cadets want to know? What is the purpose of the lesson? How motivated are the cadets to learn the content? What are some practical reasons for cadets to participate in the lesson?

### **Phase 2 – Gather**

The purpose of this phase is to research and collect information from a variety of sources, to synthesize information, to evaluate existing information, to collect data, to evaluate ideas, or to observe new skills. Some important questions the teacher and cadets can ask during this phase are, "What new and essential information or new concepts did we find? What are some new, critical component skills? What connections or associations can be made? What can cadets do to make sense of the new information? What is the best way to gather the information? What new understandings can cadets construct?"

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### **Phase 3 – Process**

The purpose of the Process Phase is to use the new information, practice new skills, and engage in different activities. The following questions will help both teacher and cadets. “What can I do with the information? How can cadets demonstrate their understanding of the data collected? What ways can cadets show relationships among the data or concepts? What ways can cadets practice and improve their skill(s)? What can cadets do to reinforce their understanding of the new concept? How can cadets ensure the new information is stored in long-term memory?”

### **Phase 4 – Apply**

The purpose of this phase is to help cadets make real-life applications of the new information or ideas. Cadets can also consider ways to integrate the lesson concepts or skills with other curriculum area. They also plan ways to transfer their learning into personal use outside the classroom. Questions that can help both instructor and cadets during this phase are “WHAT ELSE can be done with the information? What else is needed to make the information usable? What else can cadets do to use the information or skills? What else is needed to understand ways to apply the concepts or skills?”

### **Creation of teams during lessons**

We have intentionally included various ways to divide the class into teams. The goal is to have all the cadets interact with the rest of the class and to have different team configurations in different lessons or phases. Often groups that work together for long periods form cliques, which could be counter-productive to the goals of MCJROTC and the learning process. To broaden the learning experience, form cadet teams that encompass diversity from all angles -- intelligences, learning styles, backgrounds, and Winning Colors. Forming unique teams using different techniques should help your cadets relate to and bond with one another. As you work with the cadets, these traits will become obvious. When there is a specific need to remain in groups, squads, platoons, or companies for specific lessons, this will be addressed in the lesson.

For any small team activity, ensure that each team contains no more than four or five cadets. If class size is large and forming teams would require including more than four cadets in each team, create two or more teams to work on the same topic/activity. If a decision is to be reached within the team, an odd number will assure there is no tied vote. If teams are required to “present” their “product” to the whole class (e.g., perform a skit, explain a graphic organizer, etc.), choose only one team that worked on that topic to “present” (in the interest of saving class time for other activities). Do not select the team to “present” until all teamwork is completed and all teams are ready to “present.”

### **Feedback and Focus during the Lessons**

In cadet centered learning, one of the objectives is to have the cadets present or teach what they have learned to the rest of the class. The instructor will often need to correct some misconceptions or focus on important information not addressed by the cadets. This needs to be done in a manner that will not alienate the cadets. There are many feedback methods to do this. Some ways to present the information that had been missed would be to poll the class with leading questions. The cadets would then be the ones filling in the missed information. One way to dispel misconceptions is just not to address them. You can do this by highlighting,

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circling, checking, or using some other positive means to identify the correct responses on presentations. Not addressing or highlighting the incorrect answers will also help by not reinforcing the negative responses. At times, you may need to just mark through the answers if there is a question. Remember, try to draw the answers from the cadets and allow them to complete the requirements.

### **Handouts and Exercises**

Electronic handouts and exercises will be available on the LE CDs that complements the different lesson plans. They are easily accessible and allow you to customize and print exactly what you will need to distribute in class. The instructor will have to make copies to distribute as needed to the cadets. This option allows the instructor to have some latitude in the materials to use in the class.

Example: The lesson on uniforms discusses two ways to wear ranks on shirts and has a note indicating this is a decision at each school. The instructor can customize handouts to focus on the needs of the school program.

### **Displaying Multimedia**

The multimedia on these CD-ROMs can be displayed to a class on a TV or a LCD projector. See your media department for details on the options available to you.

#### *Displaying multimedia on a TV:*

You will need an AVerKey300, a TV (with a composite video "AV" standard connection or with a "S-VHS" port connection), the AVerMedia® AVerKey300 User's Manual, S-Video cable, AV cable, computer, and monitor. For troubleshooting issues, such as, "There is no picture on my TV." refer to the AVerMedia® AVerKey300 User's Manual.

#### *Displaying multimedia on a LCD projector:*

The contents may be displayed on wall or screen using an LCD projector. See your media department for details on the options available to you.

### **Frequently Asked Questions about CD-ROMs**

1. What operating system should I run the LE CD-ROMs on?  
Answer: Run the CD-ROMs on a Microsoft® Windows 98, 2000, or NT computer.
2. What software programs do I need to have installed to properly run the LE CD-ROMs?  
Answer: The CD-ROMs use QuickTime 5.0, MS® Word, MS® PowerPoint, and Adobe® Acrobat® Reader®.
3. Why does the CD-ROM startup, then ask me to install QuickTime 5.0?  
Answer: The CD-ROMs use QuickTime 5.0 to play video. This is a one-time installation.
4. I installed QuickTime 5.0, now what? The CD-ROM doesn't automatically run?  
Answer: Once you have installed QuickTime 5.0, open and close your CD-ROM tray. This will trigger the CD-ROMs auto-start.
5. Do I have to register QuickTime or enter a registration code?  
Answer: No. Simply, hit the next button and continue until QuickTime 5.0 installs.

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### **System Requirements**

Listed below are the minimum computer requirements for MCJROTC units. Operation and use of LE curriculum CD-ROMs on computer systems not meeting these requirements may degrade performance of the contents of the CD-ROMs.

Processor: 733MHZ Pentium III or better Memory: 128MB (SDRAM) Monitor: 17" Video: 32MB Hard Drive: 20GB Controller: Integrated Ultra ATA Controller Floppy Drive: 3.5" 1.44MB Diskette Drive CD-RW/DVD Combo FAX Modem: 56K or better Case Tower (Mid) Network Card	Keyboard: 104+ Mouse Sound System Speakers Operating System: MS Windows 98SE or newer Application Software: MS Office 2000, Professional Edition on CD Service Program: 3 Years Limited parts and labor warranty w/1 year on site service TV tuner: PCI TV/FM Tuner Card
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### **Graphic Organizers**

Graphic organizers encourage cadets to list or contribute as much information as they have time and space to complete, to organize the information both logically and creatively, and to clearly show how they view the relationships or connections among the various pieces of information. Each graphic organizer can be assessed following a similar procedure for evaluating a short answer section of a test. Evaluation guidelines can include the following:

- Inaccurate information (1 point per circle)
- Incomplete information (2 points per circle)
- Satisfactory and accurate information (3 points per circle)
- Accurate and additional information (4 points per circle)

For example, cadets can be tested on their understanding of how JROTC promotes better citizenship by creating a Mind Map. The Mind Map can be developed individually or by a small group. If developed by a small group, cadets write their initials next to the circle that contains their contribution.

Descriptions of the main graphic organizers used in the lesson plans are provided on the next few pages. For more graphics organizers, consult the book:

Williams, R. B., & Dunn, S. E. (2000). *Brain compatible learning for the block*. Arlington Heights, IL: Skylight Professional Development.

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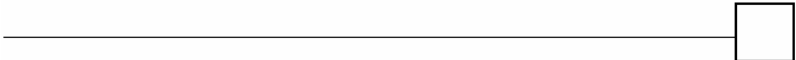
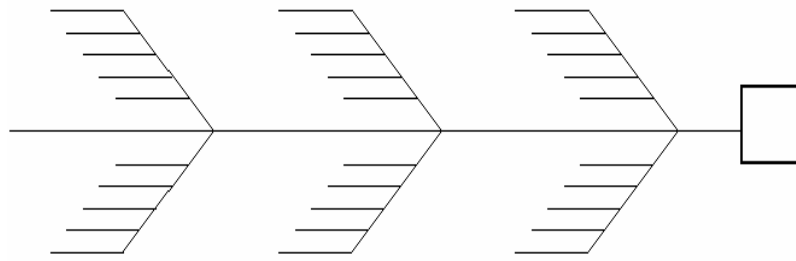
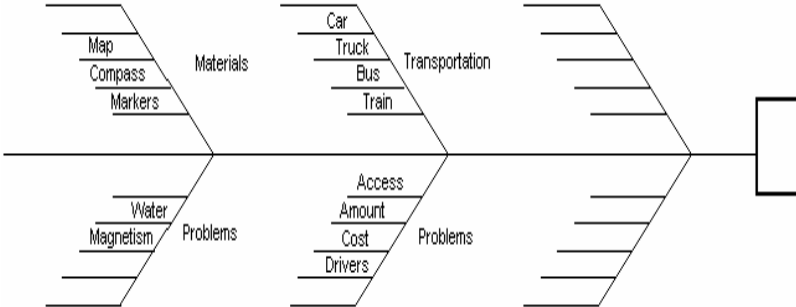
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### Fishbone Diagram

This structure helps cadets think of important components of a problem to solve, an issue to explore, a project to plan, etc. The head of the fish represents a problem, issue, or project. "Ribs" of the fish represent component parts of the problem and the related elements of each part. For example, cadets could explore how to prepare for an upcoming orienteering competition. Each rib represents the critical elements of preparation. Attached to each rib are the processes or activities that will assist in accomplishing each key element.

1	Set up chart paper on easel and get the colored markers you plan to use.	
2	Draw a square about the size of a CD-ROM case. This will be the head.	
3	Draw a horizontal line from the left side of the head to the left side of the paper. This is the backbone.	
4	Draw ribs out from the backbone above and below the backbone. Make sure they correspond and touch each other at the intersection. Add rays as needed.	
5	Instruct the cadets to write their responses for one point of view on the bottom set of bones and the other point of view on the top. EXAMPLE: On the bottom write "Problems". On the top write, "Materials and Transportation".	

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### KWL Chart

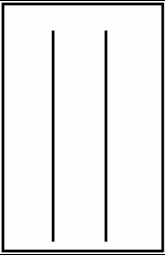
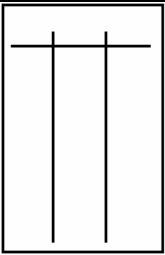
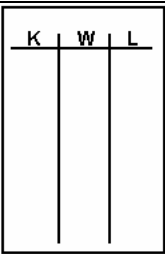
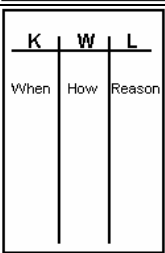
This is a three-column chart. The specific labels for each column are:

K, "What do you KNOW?"

W, "What do you WANT to know?"

L, "What have you LEARNED?"

The KWL chart is useful when cadets are faced with new or difficult information. For example, at the beginning of the unit on leadership, you might create a KWL chart for recording cadets' responses to "What do you KNOW about leadership?" and "What do you WANT to know about the subject?" At the end of the unit, you can return to the chart and fill in the last column, "What have you LEARNED about leadership?" with the cadets.

1	Set up chart paper on easel and get the markers.	
2	Leaving about 2 inches at the top and bottom of the page draw two vertical lines dividing the paper in thirds or spaced to fit the needs of the lesson. This will provide three distinct work areas.	
3	About 3 to 4 inches down from the top draw a horizontal line, forming a double T.	
4	Instruct the cadets to write the K, W, and L above the horizontal line.	
5	Instruct the cadets to write their responses under the appropriate column when directed.	

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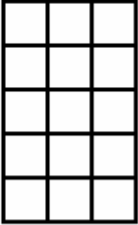
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**Matrix**

This is a helpful tool to identify relationships and component pieces of an issue or data points. Intersecting horizontal and vertical lines create a grid used to classify and categorize related elements. For example, cadets could create a calendar matrix for accomplishing specific advancements. The vertical columns are labeled across the top by month. The horizontal columns are labeled down the left side by specific areas of advancement. Inside the grid are the elements that must be met each month in order to achieve advancement.

1	Set up chart paper on easel and get the markers.																																																																									
2	After determining how many rows and columns you will need, draw a grid on the chart paper. Use a straight edge to draw the lines and determine the spacing. Make sure you leave space for labels.																																																																									
3	Add the labels to the matrix and a title line if that will make the matrix clearer.	<p>Grades needed to earn next rank</p> <table border="1" data-bbox="1247 1121 1383 1402"> <tr> <td></td> <td>S</td> <td>O</td> <td>N</td> </tr> <tr> <td></td> <td>P</td> <td>C</td> <td>O</td> </tr> <tr> <td></td> <td>T</td> <td>V</td> <td></td> </tr> <tr> <td>Uniforms</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Marching</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Grades</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Health</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Respect</td> <td></td> <td></td> <td></td> </tr> </table>		S	O	N		P	C	O		T	V		Uniforms				Marching				Grades				Health				Respect																																											
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4	Enter values in the grid to provide additional information. In some cases, the matrix can be left blank and used as a checklist. It could also be a relationship tool where an X in a block could indicate an action needed.	<table border="1" data-bbox="818 1465 1084 1864"> <tr> <td colspan="4">Areas of Study</td> </tr> <tr> <td></td> <td>S</td> <td>O</td> <td>N</td> </tr> <tr> <td></td> <td>P</td> <td>C</td> <td>O</td> </tr> <tr> <td></td> <td>T</td> <td>V</td> <td></td> </tr> <tr> <td>Uniforms</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Marching</td> <td>X</td> <td>X</td> <td></td> </tr> <tr> <td>Exam Prep</td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>Health</td> <td></td> <td>X</td> <td>X</td> </tr> <tr> <td>Respect</td> <td>X</td> <td>X</td> <td>X</td> </tr> </table> <table border="1" data-bbox="1143 1486 1409 1822"> <tr> <td colspan="4">Grades needed to earn next rank</td> </tr> <tr> <td></td> <td>S</td> <td>O</td> <td>N</td> </tr> <tr> <td></td> <td>P</td> <td>C</td> <td>O</td> </tr> <tr> <td></td> <td>T</td> <td>V</td> <td></td> </tr> <tr> <td>Uniforms</td> <td>80</td> <td>90</td> <td>90</td> </tr> <tr> <td>Marching</td> <td>75</td> <td>85</td> <td>90</td> </tr> <tr> <td>Grades</td> <td>80</td> <td>85</td> <td>90</td> </tr> <tr> <td>Health</td> <td>70</td> <td>75</td> <td>80</td> </tr> <tr> <td>Respect</td> <td>90</td> <td>90</td> <td>90</td> </tr> </table>	Areas of Study					S	O	N		P	C	O		T	V		Uniforms	X			Marching	X	X		Exam Prep			X	Health		X	X	Respect	X	X	X	Grades needed to earn next rank					S	O	N		P	C	O		T	V		Uniforms	80	90	90	Marching	75	85	90	Grades	80	85	90	Health	70	75	80	Respect	90	90	90
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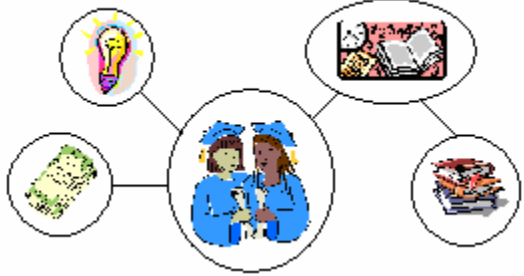
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### Mind Map

A mind map is a form of brainstorming using a free-flowing documentation process where lines connect concepts to each other. The core subject is in the center; the main spokes are like sub parts of chapters. Related ideas can be color coded, circled, or attached by lines. Pictures and words can both be used. For example, you could use this tool to discuss what it will take a cadet to successfully earn a high school diploma.

1	Set up chart paper on easel and get the markers. If possible, place the paper in a horizontal position.	
2	Draw the central concept on the paper. Ask the cadets to define what the concept is. For example: Graduate from high school	
3	The cadets will brainstorm what it takes to graduate and draw pictures or images to show these items. For example: Money, books, studying, and ideas are some of the information they could provide.	
4	Link the thoughts to show relationships of ideas. For example: Books are needed before you can study and get your degree. Ideas as well as money are independent ideas that support receiving a degree.	



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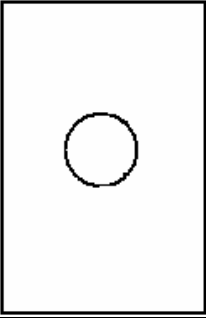
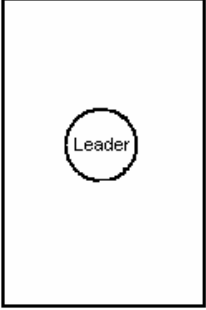
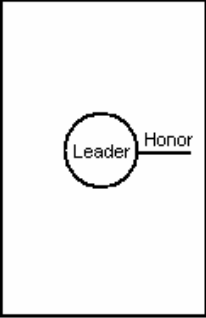
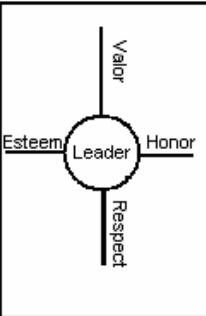
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### Sunshine Wheel

The center circle is the main idea and the lines extending out from the center circle represent the thoughts generated about the main idea. For example, the center circle could be leadership and the rays could be all the elements of leadership cadets can recall.

1	Set up chart paper on easel and get the markers.	
2	Draw a circle, with a diameter of half the width of the paper or less, in the center of the paper.	
3	Write the main idea in the center of the circle.	
4	Draw a ray out from the circle and place an element of leadership on the ray.	
5	Add additional rays as needed to cover all the elements.	

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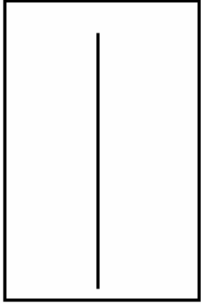
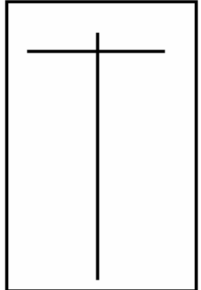

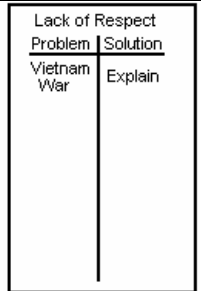
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### T-Chart

The possible headings for this two-column chart are limitless. Some suggested headings are “Joys and Challenges” or “Before and After” or “Pros and Cons” or “Cause and Effect” or “First and Second” or “Concepts and Examples” or “Short Term and Long Term” or “Issue and Solution,” etc. For example, cadets might use a T-Chart to brainstorm solutions to problems associated with lack of respect for the military. In the left column they identify the reasons why there exists a lack of respect and in the right column they brainstorm possible solutions.

1	Set up chart paper on easel and get the markers.	
2	Leaving about 2 inches at the top and bottom of the page draw a vertical line down the middle of the paper. This will provide two distinct work areas.	
3	About 3 to 4 inches down from the top draw a horizontal line, forming a T.	
4	Instruct the cadets to write the problem above the focusing points on the horizontal line.	
5	Instruct the cadets to write their responses for the problem on the left and their response for a solution on the right. For example, add, “Vietnam War” under <u>Problem</u> and “Explain” under <u>Solution</u> .	

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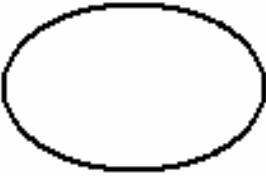
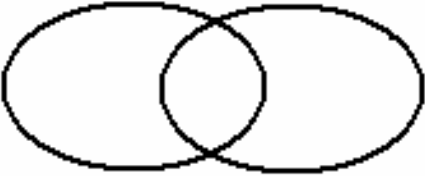
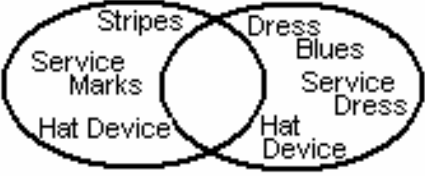
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### Venn Diagram

These overlapping circles are most useful for comparing and contrasting topics. The free parts of each circle contain the elements unique to each topic. The parts of the circle that overlap contain elements that are shared by each topic. For example, cadets could compare enlisted uniforms with officer uniforms.

1	Set up chart paper on easel and get the markers. If possible, place the paper in a horizontal position.	
2	Draw a circle or ellipse on the left side of the paper, in about 1 inch from the edge and extending about 5/8 the width of the page.	
3	Draw a second circle or ellipse on the right side of the paper, in about 1 inch from the edge and extending to the left about 5/8 the width of the page. Identify each shape.	
4	Instruct the cadets to write their responses for items unique to each uniform in the part of the circle that does not overlap.	
5	Instruct the cadets to write their responses for common items in the middle where the shapes overlap.	