

**Administrative Guidelines for High School
Instructors/ Mentors
of**

**LEAD 162 (1-3 credits) Organizational Leadership in a Stressful
Environment** (better known as The Cadet/Student Staff Ride)

In order to secure these one to three elective semester credit hours per course for your students, you will need to accomplish the following:

1. Before the beginning of the course:

Plan your Student Staff Ride, Coordinate approval, select the theme, and provide your cadets/students with presentation objectives, goals, and concepts.

2. When the Outing is approved:

Locally reproduce, and hand out your student enrollment information and course expectations for all students. Have your students register themselves on-line at: <http://www.jrotccollegecredit.com/hshelp.php>. If your students have any registration issues that you cannot resolve, please contact your RTG & Associates Education Counselor by email or telephone.

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3. Conduct course.

Grade each student's total participation and performance according to local standards and policies.

4. At the conclusion of the course:

Again, refer your students to the new on-line registration site at this hyper-link:

<http://www.jrotccollegecredit.com/hshelp.php>

High school students can only register three times a year for these credits:

December 1 – January 31 for credits earned during the **Fall Semester**

May 1 – June 30 for credits earned during their **Spring Semester**

August 1 – September 30 for credits earned during their **Summer Semester**



If they have an unresolved issue in their registration attempt, please assist them as needed or **contact Bob Greene** at *RTG & Associates*, by email or telephone. Click on the “CONTACT US” link in the upper right at any of each *RTG & Associates* web page.

All student requirements must be completed, and only the instructor’s signed grade list on school letterhead is provided Bob Greene (RTG & Associates) as a scanned email attachment or fax. Please put your address and program dates on the gradesheet. (i.e. 1 Oct – 1 Dec 200X)

We would appreciate an end of course, non-attributable, strictly voluntary, evaluation from your students. The student evaluation form is on our website. These can be mailed directly to the UCCS College of Education Office of Extended Studies, or to RTG & Associates, Inc.

Finally, help your students seek financial support to defray the costs associated with the course. Some school districts actually pay for the academic credits earned. Others can seek scholarship help from PTA groups, local community and civic organizations, American Legion Posts, Veterans of Foreign Wars, local foundations, or any other possible venues.