



Beyond Borders

Final Course Summative: 20% of Final Grade

A note from Mr. Parsons

If I have been successful as a teacher, then you should now feel prepared and confident in taking on your final summative challenge. It will test and showcase the leadership skills you have developed throughout the semester. It will allow you to express your creativity, to think differently, to follow your passions, to work as a team and show community what you are capable of.

Part A -The Event:

I believe that the event project will be the most valuable of all activities throughout the course. Through your real life experiences from this event you will draw connections to the theory behind management. The event will test your leadership strengths and highlight your areas to improve. In my experience this event has been a key factor in developing leadership skills for students and bringing the course theory to life.

/50%

Part C: Beyond Borders Open House

The final stage of your summative is to showcase your learning and what you have experienced and gained from the Beyond Borders Program. Working with other students, you are to create plans to host an exciting open house night. Where students can learn about all the different aspects about this unique learning experience.

/15%

Part B - Leadership Portfolio and Exit Interview:

Each student will submit a personal portfolio that will present some of the key course lessons. Students will have an opportunity to showcase their achievements, by highlighting their personal perspectives, opinions, and leadership developments from the course. The portfolio will include all journal entries, a course reflection and an updated resume to highlight skills that were developed.

Each student will have an individual interview with Mr. Parsons. The interview will allow Mr. Parsons to evaluate and learn about your experiences, thoughts and leadership development throughout the course.

Throughout the interview you will discuss, journal highlights, course content, and the event and key course experiences.

/35%

Part A - The Event:

As a class we will select a courses of action for the event. Following this decision we will create an organizational structure and management team.

Top Level Management will then make any necessary modifications as we begin the planning process for the event. Mr. Parsons will walk you through all necessary tasks. The CEO and management teams will work to set direction for class activities.

Summative pieces during this process include:

- CEO Speech: Write a speech to sell your personal skill set to the class. Why would you be considered a great choice to lead the class. Highlight your leadership strengths and attempt to motivate the class to vote for you as the event CEO. You may use any media if you feel it would support your speech (music, video, picture, etc).
- Journal Entries (Part of final Leadership Portfolio – see Portfolio outline).
- Team/Management Evaluation and meeting logs: To be outlined and presented in class.
- Teacher Evaluation: To be outlined and presented in class (Mr. Parsons will have individual and team/management meetings frequently – to discuss performance and learning goals). You will be under constant observation through the process of the event. Review Event Check for Success Criteria.**
- Community Sponsorship Day: The CEO will divide the class into pairs. You will then be sent out into the community to approach potential sponsors for our event. You will be assigned specific businesses to target, however you may choose to approach additional business in your designated area. You are asked to take team photos in front of the businesses you approach. You are then required to complete a journal on the success of your sales pitch. Include an outline of your sales pitch to sponsors. Where did you go? What happened? What was said? Was it successful? Would you do anything to improve next time?

Mark Breakdown:

- Summative Event: See attached documents for event evaluation details.**

/200 Marks

- Summative: You will be required to complete a summative journal piece reflecting on numerous business activities through the course of the event – many entries will focus on your group successes and failures. Marks added to final leadership portfolio (see project outline)**

Part B - The Event Checklist:

Throughout the process of the event Mr. Parsons will be making observations and summative assessment decisions based on your role and performance. Listed below are the course expectations that are to be implemented and demonstrated throughout the event. Mr. Parsons has created a checklist related to these expectations so that you may understand the criteria that determines your success within each of the expectations.

To receive successful summative results, work to implement and demonstrate the criteria listed below on a consistent basis. During your final interview Mr. Parsons will share his observations and evaluation details with you.

Student Event Expectations and Check List Criteria:

Demonstrate an understanding of appropriate planning tools and techniques in a variety of situations.

- Meeting plans and logs are developed and implemented.
- Sets goals and objectives (including timelines/deadlines) and works towards completion.
- Forecast plans are created where appropriate.
- Contingency plans are created for potential problems.
- Arrives to class prepared.

Apply different problem solving strategies to a variety of management planning challenges.

- Analyzes and chooses among complex task and problems.
- Implements plans and evaluates results.
- Manages performance (in terms of cost, time, quality and quantity) and takes corrective action.
- Contingency plans are prepared.

Demonstrate the use of appropriate communication techniques related to business management.

- Professionalism in language.
- Organization of thoughts, ideas, plans.
- Implementation of course concepts into practice.
- Instructions are understood by the receiver.
- Avoid distractions to communication.
- Listen to others.
- Provide feedback for team members.
- Deal with conflict effectively.

Use proper vocabulary in oral communication.

- Business terminology is used where appropriate.
- Clear, organized instructions and explanations are provided.
- Demonstrates a willingness to share and provide opinions/ideas.

Demonstrate the effective use of information and communication technology.

- ❑ Where appropriate implement technology to support our event. This may include; E-mail software, Word, Excel, PowerPoint, Publisher, graphic design software, movie software, etc.

Demonstrate an understanding of proper leadership techniques in a variety of situations.

- ❑ A leader brings a clear and compelling sense of the future as well as an understanding of the actions needed to get there successfully.
- ❑ Provide team members with clear direction (instructions, goals, timelines, incentives, etc.).
- ❑ Provide a variety of strategies to motivate, inspire and encourage employees.
- ❑ Offer solutions and implement decisions to complex tasks and problems.
- ❑ Demonstrate characteristics of leaders (ethical, focused, responsible, driven, professional, dependable, etc.)
- ❑ Celebrates achievements, shows enthusiasm, help others to act, sets the example.
- ❑ Involve others in selecting their work assignments and task methods.
- ❑ Creates an environment of cooperation, information sharing, discussion, and shared ownership of goals.
- ❑ Encourages others to take initiative, make decisions, and use their knowledge.
- ❑ Finds out what others think and lets them help design solutions.
- ❑ Gives others the freedom to put their ideas and solutions into practice.

Apply an understanding of human behaviour and how groups function in the workplace.

- ❑ Recognizes individual needs and implements effective strategies to support them.
- ❑ Supports and encourages team members.
- ❑ Takes necessary action to keep individuals and teams running effectively.
- ❑ Respects other opinions.

Apply an understanding of various organizational structures used to manage workforce effectively.

- ❑ Structures an effective organization based on our event needs and resources.
- ❑ Provides contingency plans and makes necessary changes to organizational problems.
- ❑ Creates project managers for specific tasks where appropriate.
- ❑ Creates effective workforce plans for the event day.
- ❑ Supports organizational workforce needs (ie. staff shortages).
- ❑ Reduces waste (ie. time management) and implements best practices with resources provided.

Part C: Leadership Portfolio and Exit Interview

A note from Mr. Parsons...

My intention is that at the end of the semester you will have a portfolio that will contain some of the key lessons and experiences throughout the course. Hopefully the reflection piece will help you to learn and reflect on your experiences, your strengths, areas to improve and your own leadership style.

The ultimate goal is that the portfolio will demonstrate your learning and growth throughout the numerous leadership experiences. I hope you gain from these lessons and be proud of your accomplishments by the end of the semester.

Mr. Parsons

Why develop a Portfolio?

A Portfolio is your personal development tool. The development of a portfolio is a continuous process. Throughout the semester you will constantly be revising and updating your portfolio with journal entries that clearly illustrate your Academic, Leadership Ability, Personal Management and Teamwork skills. As you develop skills you will provide new samples for your portfolio. You will determine the format you present your portfolio at the end of the course.

The collection of documents for your portfolio may come from Journals, Video Clips, Pictures, Etc. This process allows you to better understand what your strengths are and where you need improvements. Your parents, teachers, friends, and counsellors can help you with this process.

You will be assigned a time to meet with Mr. Parsons. Your interview is expected to last between 30 minutes to 1 hour. During this process you will both discuss your growth and learning experiences through the course. Your objective is to highlight what the most valuable experiences and lessons were to you. You are to prepare and highlight these experiences through your portfolio. It may contain pieces from journal lesson reflections, pictures or video clips that highlight some of your most memorable experiences.

Journal Instructions:

Throughout the semester you will be asked to keep a journal. The purpose of the journal is to be reflective of your learning and your growth throughout the course. Each Journal entry will ask you to answer a series of questions. In some circumstances you may be asked to share part of your journal with the class (only the specified information).

The questions will outline what information will be shared (otherwise all your journal entries will be kept confidential). At the end of the semester you will be asked to create a portfolio that will incorporate these journal entries. Keep your journal in a safe place. Your portfolio will be evaluated and your journal entries are a critical piece.

Leadership Portfolio Requirements:

- ✎ You must use an appropriate “container”, such as a binder.
- ✎ The presentation of your portfolio should be as “professional” looking as possible – e.g., neat, organized, properly edited for spelling and grammar. *Creativity considered into “professional”*
- ✎ The portfolio must have the following:
 - Title page with your name, Beyond Borders, title and date.
 - Edited and up-to-date professional resume.
 - Event Reflections - connected to course theory (see outline) - Mr. Parsons will read these entries.
 - Final Course and Program Reflection - Mr. Parsons will read this entry.
 - Beyond Borders Journal: You are asked to bring your Journal to your exit interview to show completion. Your Leadership Portfolio will then highlight experiences on those which you thought were most valuable or those that you wish to share with Mr. Parsons.

I encourage you to be creative with this process. Use creative methods such as Video, Picture, Quotations, Journal Highlights, Past and Current Reflections to highlight your experiences and learning throughout the semester.

There is no set method on what this portfolio will look like. It may look like a scrap book or be completely digital or media focused. You have the freedom to develop in any format that will help you express yourself.

With the support of your journal (include quotations or paragraphs from entries) it is important that you prepare for your exit interview by completing the following:

- Walk Mr. Parsons through your Beyond Borders Journey
- Highlight course challenges, mistakes, regrets and what you learned from them?
- Highlight development of your leadership skills? How are you stronger? What did you gain from the experiences offered in the program?
- Share experiences that helped prepare you for the future? Or experiences that changed your perspectives?
- Who are you? What is your leadership style? What do you plan to do with your skill?

Your exit interview will also focus on questions about your development this semester. Your group will be permitted to ask questions regarding your portfolio. Students are expected to be prepared to discuss questions throughout the semester and lead the discussion of their portfolio development/Beyond Borders Journey. Mr. Parsons will look for students to draw connections between the Program and their own leadership development.

Portfolio Guideline Specifics:

Please ensure to cover each of the following areas into your portfolio:

Personal SWOT Analysis: At the start of the semester you were asked to complete a SWOT analysis on your self. You are asked to highlight the SWOT in your portfolio and then recreate a SWOT based on your skill set today - how have you developed your skills throughout the semester. What changed? Be prepared to discuss why these skills changed or improved.

Leadership Development:

- Select 5 Events that you feel were the most successful in developing your leadership skills throughout the Beyond Borders Program. Clearly explain how these events impacted your leadership development.**

Regrets:

- If you could go back and begin the semester, what would you do differently?**

Future Pathways:

- How have the skills that you have developed prepared you for the future?**
- Create/Include the bucket list you have planned for the future.**

Testimonial:

- What are your thoughts on the Beyond Borders Program now that you are almost complete? Should this program continue to be offered for students?**
- Develop a testimonial letter on why you feel this program should continue.**

Communication: Demonstrates the ability to share ideas and findings clearly in written and oral expression.

- Writing**
- Oral Presentation**
- Giving and Receiving Feedback**
- Technology Utilization**

Evaluate your development in this area. What were your communication skills like at the start of the program? Where are they now? What experiences helped to develop this skills? Highlight significant components from the semester.

Student Leadership Portfolio Mark Breakdown

Knowledge and Understanding - Did you understand the content? (20 marks)

- Did the documents you included show you understand the concepts of leadership skills? (10 marks)
- Is your portfolio professional? Is it used to highlight the experiences and skills you have to offer and reflect on the experiences/learning from the course. (10 marks)

Thinking - Did you use creative thinking skills? (30 marks)

Did you use planning skills to gather all the required information/documents? (Are all required documents there?) (20 marks)

- Resume - edited copy and new updated version
- Listing of extra-curricular and leadership activities
- All Journal Entries
- One page outlining leadership skills you had at the beginning of this semester, and the leadership skills you believe you have developed at the end. How have you improved?

Did you reflect on the course content and experiences? (Are your reflections insightful?) (10 marks)

Communication – Did you convey meaning? (30 marks)

- Was your information clearly expressed and logically organized? (Is the portfolio in proper order? Are there labels? Are reflections obvious?) (10 marks)
- Did you demonstrate effective oral communication strategies appropriate to the target audience? (Did you communicate clearly, and professionally, to teacher or a prospective employer?) (10 marks)
- Did you use writing conventions effectively? Did you use appropriate style? Was it professional looking? Is it in an appropriate container? Was it properly edited? (10 marks)

Application – Did you make connections? (20 marks)

- Did you transfer knowledge and skills to complete the task? (Did you use good time-management, problem-solving, reading, writing and communicating strategies?) (10 Marks)
- Did you make the connection between your skills, interests, experiences? (10 Marks)

(Total: 100 Marks)

Part D: Beyond Borders Open House

The last part of your summative is to showcase your learning and what you have experienced from Beyond Borders. Working with other students, you are to create plans to host an exciting open house night. Your objective is to inform students about all the different aspects about this unique learning experience. You will have an opportunity to invite students to visit our campus, where you may choose to showcase portions of your work, to play video, or create games/activities that demonstrate the unique feature of Beyond Borders.

As a class you are to develop the success criteria on “What makes a successful Open House”. You will present and discuss this with Mr. Parsons before beginning this component.

/20%