



2009 HIGH SCHOOL CREDIT DELEGATION LEADER INSTRUCTIONS

Enclosed, you will find a description of the course high school delegates in grades 9-12 are automatically enrolled in at the time of registration (Students in eighth grade going into ninth are also considered eligible for the credit). The course description outlines the requirements for credit, as well as how delegate work and participation are assessed. Also, outlined below are the steps to take as a delegation leader based on the age group of your delegation. Please review carefully to ensure you are taking the appropriate steps. (Junior high delegation leaders, please see reverse.)

High School Delegation Leader Instructions:

Primary leaders of high school delegations will find a sample credit completion report form enclosed. There is also a sample form on the back of the course description. Forms for high school delegates have been provided. If additional forms are needed, please request them through your area coordinator.

Below are some guidelines for high school delegation leaders on how this form should be completed:

1. All students in your delegation are eligible to receive credit through their participation as Student Ambassadors. Students are automatically enrolled and do not need to apply for high school credit. Therefore, a credit completion report must be completed for each student.
2. Ensure student information is fully completed with the student's name, delegate ID, and full address. You may ask your students to complete this information in an upcoming orientation meeting. Please ensure the information is legible. Once the information is completed, the students should return the forms to you.
3. The comments you include on this form should be constructive feedback to the student and parent. Remember that the student and parents will receive a copy of this form, so please use positive comments whenever possible.
4. Do not use this form to indicate whether or not a student should be invited to travel in a future year. All disciplinary incidents should be documented during travel, using the incident report form, and discussed with your team at the program office.
5. Only one leader signature is required for students who receive a passing grade. (See instructions on reverse for additional sign-off for non-passing students.)

Additional instructions regarding students who are not passing the course:

1. If you have students who are not passing the course requirements, work with the delegates and their parents to find ways to get them back on track. You may assign additional work if necessary.
2. If after working with the delegate and family, the student is still not successfully completing the course requirements, notify the delegate's family of the lack of progress.

3. Complete the credit completion report, and note that the delegate did not pass the course. Please indicate in the comment section what the student can do to make up work and receive a passing grade, if appropriate. *Example: Complete journal entries and submit for review.*
4. All delegation leaders must agree on the no-passing grade and must initial the form for each student who does not pass the course.
5. If leaders are not in agreement with the final course grade, the following applies:
 - a. Inform the student and family that the grade is outstanding and will be finalized within two weeks.
 - b. Contact the program office after returning home from travel to discuss the situation with your area coordinator. A final grade will be determined.
 - c. Complete the credit completion report and inform the student and family of the final grade. Mail the report to the program office along with the rest of the delegation's report forms.

Mail the white copies of the completed credit completion reports to the program office along with the program evaluations within two weeks of your return from travel. Students earning a passing grade will be mailed their transcripts within eight weeks of returning home from travel.

Grade School and Junior High Delegation Leader Instructions:

Student Ambassadors in grades 5-8 who finish the course requirements receive an Academic Evaluation and Certificate of Completion. These documents may be presented to classroom teachers for possible "extra credit" or as documentation of work to meet state and local school district "Certificate of Academic Achievement" (CAA) requirements in reading, writing, social studies, and/or service learning. Schools will often place these certificates in a student's work portfolio as demonstration of subject-specific work samples and experiences beyond the regular classroom requirements.

Delegates in grades 5-8 will automatically be sent their Certificate of Completion upon finishing the program. You can expect to receive further instructions closer to the time of travel*.

**Students in the eighth grade going into ninth grade are eligible for the Ambassadorial studies credit. Instructions noted on the prior page should be followed for these delegates.*

**Leaders, please note: when evaluating Student Ambassadors with disabilities, consider the student's special needs. Please communicate with both the student and his or her parents at the beginning of the program to assess the student's abilities and adapt your expectations to accommodate the student's ability level.*