

## **ANNEX A (Academic Planning) to OPOD 16-17.12 (Academics – BSCIP)**

**1. Situation.** Every cadet has 168 per week to accomplish a multitude of tasks and assignments needed to excel and advance as a student. How they use this time dictates the success for their life. At the beginning of each year Lakes High School students are provided a Lancer Handbook for that academic year. Included within the planner are graduation requirements, grading and attendance standards, and space for weekly academic planning. cursory reviews of student planners during first semester indicated that most students are not using this tool to plan their academic journey and keep track of the class requirements.

**2. Mission.** Lakes Army JROTC uses the Lancer Handbook weekly class planners to help students focus their efforts on requirements for each class in support of the battalion improvement project to improve academic competence and confidence in Math and English.

### **3. Execution.**

a. Concept. The intent of the Planner Checks is to: increase awareness, establish personal responsibility, facilitate cadet counseling, track progress, and enhance each cadet's overall performance. This check is in addition to and an enhancer to the Cadet Professional Development Portfolio required by CCR 145-2. Cadets make better choices when they can see the impact of their choices on their performance.

b. Tasks.

#### **(1) Cadre.**

(a) Conduct regular planner checks and provide additional guidance/coaching to leaders, as needed.

(b) Ensure all cadets are issued a Lancer Handbook. Coordinate with advisors and counseling center to obtain additional copies, as needed.

(c) Assist platoon leaders in planning time to conduct planner checks during class periods.

#### **(2) Company Commanders.**

(a) Set the example for your company by demonstrating your own commitment to use the tool to plan your academics.

(b) Conduct weekly checks of your platoon leaders and their squads to ensure they are assisting their cadets and following through on the mission.

(c) Provide guidance to platoon leaders regarding feedback based on your planner check reviews.

### **(3) Platoon Leaders.**

(a) Set the example for your platoon by demonstrating your own commitment to use the tool to plan your academics.

(b) Conduct weekly checks of your squad leaders and their squads to ensure they are assisting their cadets and following through on the mission. Develop a plan to check each planner once per month.

(c) Place your initials on the cadets' planners to indicate your monthly checks. Ask questions based on your review to call cadets' attention to issues you've discovered.

### **(4) Squad Leaders.**

(a) Set the example for your squad by demonstrating your own commitment to use the tool to plan your academics.

(b) Conduct weekly checks of your squad to ensure they are focusing their efforts and following through on the mission. Work with Platoon Leader to ensure you have time following formation to check planners. Provide guidance to your squad on when they must be in formation with their planners prepared for inspection.

(c) During the 1<sup>st</sup> Formation of the week, have cadets bring their planners. Once released to do so, have cadets all "show." Cadets must have all Battalion Training Events listed and each of their classes. Ask cadets to share the highlights (tests, due dates, projects) for their academic week. Place your initials on the cadets' planners to indicate your weekly checks. Ask questions based on your review to call cadets' attention to issues you've discovered.

### **(5) Cadets.**

(a) Set the example for your peers by demonstrating your own commitment to use the tool to plan your academics.

(b) Document ALL class requirements, meetings, trips, assignments.

(c) Record your Quarter Grade on the last day of the quarter and discuss your performance with your squad leader. Seek their advice on how you can improve.

(d) Plan your work on Test Preparation, Essays & Papers, and Research Projects under the Weekly Goals and Long-Term Assignments section to the right of your planner.

(e) Work with your coaches, parents/guardians, and leaders to determine how you can best plan out your academic requirements with family and sporting activities on Saturday and Sunday.