

Standard Operating Procedure

Academic Team

[2018-2019]

(Introduction, Mission, Standards and Expectations,
Meeting Agenda, Important Dates, Awards Protocol,
Conclusion, and Roster)

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Introduction

The purpose of this SOP is to provide the requirements and standards for any member of the team, the agenda for weekly practices, as well as the protocols to be eligible for awards associated with the Academic team. Following the SOP guidelines will maximize the team's efficiency and strengthen communication within the team.

Mission

The Academic Team represents the scholarship of the Cougar Battalion. The cadets on the team strive to expand their knowledge in all topics, which may include but is not limited to United States history, World History, Army history, mathematics, science, grammar and mechanics, current events, and JROTC curriculum topics. Each member will strive to work with one another in order to achieve great feats and act in a way that will bring credit to the school and battalion.

Standards and Expectations

Only 6 cadets are allowed on the team (4 competing, 2 back ups), and they must be either a freshman, sophomore, or junior. One of the members will be delegated by the commander to become the team leader.

In order to qualify for the Academic Team, the cadets must have a GPA of 90 or higher. They must also maintain at least a B+ (85 weighted) in all their classes. Any team member that fails to do so will be required to go to tutoring, and if they continue to have anything lower than an 85, they will be removed from the team until they can increase their weighted average.

A practice test will also be used by the team commander to gauge the academic strength of all cadets that are applying to join. The practice test can be found on the official College Options Foundation Contests website, <https://www.cofcontests.com>.

One lateness or unexcused absence to practice will result in a verbal warning from the team leader. Continuous lateness or unexcused absences will result in termination from the competing roster of the team. An excuse must be submitted to the team leader, which will then be given to the commander, in order to determine whether the excuse is valid or not.

Meeting Agenda

Team practice will be every Tuesday from 3:15 to 4:05, unless stated otherwise. If practice is cancelled for any reason, the team commander will send out messages to the team members at least a day prior to the practice.

The team leader will be in charge of organizing the practice session. The team leader will speak about the goals of the practice for the first five minutes and describe what will be happening during that practice session. For the next forty minutes the team will be practicing and studying a certain skill. For the last five minutes of practice the team leader will speak about any future competitions, what's expected of the team members by the next practice, and remind them of any incoming dates or deadlines.

The team leader must notify the Academic team commander of the plan for their practice. Practices are not only limited to studying, but may include practice problems, real world applications, or presentations. The team leader must also take attendance for every practice and consistently check up on the status of the team members' academics.

Important Dates

All dates are according to the official College Options Foundation website, <https://www.cofcontests.com>, and must be strictly followed.

- October 1-25, 2018
 - Practice test (open to all cadets)
- October 26 - November 20, 2018
 - Team registration
- November 1-20, 2018
 - Level 1
- February 1-15, 2019
 - Level 2
- June 21-25, 2019
 - Level 3, the JLAB championship in Washington DC

Awards Protocol

All awards will be distributed accordingly, after a detailed review of each Academic member by the Academic Team Commander. Exceptions to any of the standards, rules, and regulations mentioned can be made at the discretion of the commander.

- Academic and Leadership Ribbon (N-3-12): This ribbon will be awarded to all members of the Academic team.
 - Academic and Leadership Arc: This arc will be awarded to all team members that have participated in two competitions.
 - Academic and Leadership Cord: This cord will be awarded to all members that have been on the team for two years, or have competed at JLAB at least once.
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Conclusion

This concludes the Standard Operating Procedure for the Cougar Battalion Academic Team. Any and all information in this SOP is subject to change with notification and approval by the team commander, SAI, AI, and/or S-3.

Roster

LET LEVEL	CADET'S NAME	POSITION	CELL PHONE
4	SEEDHOM, Amy	Commander	201-779-4388
3	SEITOVA, Adiya	Team Leader	551-689-7776
		Competing Member	
		Competing Member	
		Competing Member	
		Back-up	
		Back-up	