

Parks Online Resources for Teachers and Students (PORTS) Interpretation Training

September 16-19, 2014

Training Syllabus



William Penn Mott Jr. Training Center



State of California

Memorandum

Date: August 25, 2014

To: Supervisor

From: Theresa Bober, Department Training Officer
Department of Parks and Recreation
William Penn Mott Jr. Training Center

Subject: Employee Attendance at Formal Training
Parks Online Resources for Teachers and Students (PORTS) Interpretation Training
Group 5

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee after discussion with the supervisor login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and login to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.

Attachment

cc: Participant

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***Mission Statement
Training Section***

***The mission of the Training Section is to improve
organizational and individual performance and
productivity through consulting, collaboration,
training, and development.***

TRAINING SECTION STAFF

Theresa Bober Department Training Officer
Connie Breakfield Field Training Program Manager
Sara M. Skinner Training Specialist
Karyn Lombard Training Specialist
Dave Galanti Training Specialist
Matt Cardinet Cadet Training Officer
Travis Gee Cadet Training Officer
Pamela Yaeger Assistant Program Coordinator
Edith Alhambra Assistant Program Coordinator
Michael Bartenetti Program Assistant

THE MISSION

of the California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)

3. TRAVEL: Arrange your travel to and from the training site through your District or Office. (No reimbursement for travel expense – including per diem costs – will be approved for travel not specifically authorized in advance by the District Superintendent). Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6. The Mott Training Center does not have the capability to provide transportation to/from Monterey Airport.

The cost of your travel (airfare, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of training.

4. HOUSING: Housing will be assigned to you on a shared-room basis and will be available from 3:00 p.m. on the date of arrival to 10:00 a.m. on the date of departure. The Department provides your room and board expenses at the Mott Training Center only. No per diem allowance will be authorized for living off grounds. This does not preclude living off-grounds at your own expense. Please advise the Training Specialist no later than one week before your scheduled arrival if you plan to live off-grounds. No animals are permitted in Asilomar housing. In the event of an emergency, staff must know your room assignment, therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless registered beforehand at the front desk in Asilomar's Administration Building. Quiet hour for lodge living areas is 10:00 p.m.

Note: You may be assigned a room at a motel while attending training. If so you may be asked to present a valid credit or debit card while checking in to your room. Many motels require a credit card to cover charges incurred such as telephone calls, damages to rooms and/or furnishings, fees to clean rooms that have been smoked in that are not designated as smoking rooms, etc. Be prepared to handle this appropriately.

5. **ENROLLMENT OR HOUSING CANCELLATION POLICY:** To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Specialist assigned to the course requesting to remove the participant. If you do not need lodging or must change or cancel your reservation for lodging, you must contact the Mott Training Center or Training Specialist assigned to the course at least 2 weeks prior to your date of arrival. Lodging, registration, and associated fees will be charged to the employee's District or Section/Office if a training cancellation is received with less than two weeks' notice.

The Mott Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

6. OFF-GROUNDS ACCOMMODATIONS: When authorized to stay off-grounds by the Department Training Officer, the Mott Training Center will pickup the cost of your room and meals at the current DPR Asilomar rate. If you stay off grounds

and have meals on grounds, the Mott Training Center will authorize only what the Department pays Asilomar for lodging.

7. MEALS: Meals will be provided, semi-cafeteria style, from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:15 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, notify the Asilomar Chef at 831-372-8016 no later than one week before your scheduled arrival.

In order to assist participants with limited mobility, Asilomar provides a shuttle to and from the dining hall. Contact either Asilomar staff upon check in, or Mott Training Center staff upon your arrival, for instructions on arranging a transport.

8. CLOTHING: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, not including optional items, will be worn daily by all uniformed employees during formal training sessions **unless otherwise specified in the Program Attendance Checklist**. Non-uniformed employees shall wear apparel normally worn on the job. Appropriate attire includes apparel suitable for professional office dress. It does not include such items as shorts, t-shirts, tank tops, or sandals.

Because we are on the conference grounds with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

9. ROOM SAFES: Two safes have been installed in each of the lodge rooms used by the Mott Training Center (Live Oak, Tree Tops, and Deer Lodge). These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Mott Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
10. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Mott Training Center shall be in a safe condition and stored in one of the following locations: your room safe in Live Oak, Tree Tops, or Deer Lodge, one of the Mott Training Center's safes in the Whitehead Room or secured in your vehicle.
11. ALCOHOLIC BEVERAGES: Participants shall not possess or consume alcoholic beverages in common areas (living room) while on the Asilomar Conference Grounds unless provided and hosted by Concessionaire ARAMARK.
12. SMOKING: Smoking is not permitted in the Mott Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
13. TRAINING CENTER: The Mott Training Center is located on Asilomar Conference Grounds, part of Asilomar State Beach. The Conference Grounds are operated for our Department by a concessionaire, and all lodging and food services are provided to us by employees of the concessionaire. Constant efforts are made to

maintain a sound, harmonious working relationship between the Department and concessionaire. None of us can expect preferential treatment for any reason and, as a departmental employee, you will be expected to join in our continuing effort toward an effective relationship with each Asilomar concession staff member. On occasion, non-departmental groups may be staying in the same lodges. It is imperative that you represent the Department well on and off duty.

14. **REGISTRATION:** When you arrive at Asilomar Conference Grounds, go directly to the front desk at the Asilomar Administration Building for your room key and dining room ticket. If you require vegetarian meals, notify the front desk representative and your meal ticket will be marked accordingly.
15. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
16. **TRAINING SECTION STAFF:** Sara M. Skinner is your Training Specialist and has been assigned the responsibility for your training group. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Section Staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Training Section Staff will do all within their power to make your training experience pleasant and meaningful.
17. **TRAINING MATERIALS:** May be made available to you at both your unit and the Mott Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Copies of DAM and DOM will be available to you for self-study. Bring your own pens and pencils.
18. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Department Training Officer may modify this requirement based upon participant knowledge level and/or the portion of the course missed. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
19. **VEHICLES:** All vehicles should be parked in the lots adjacent to the Mott Training Center. Any questions regarding use of a State vehicle while at the Mott Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Mott Training Center.

20. BICYCLES: If you bring your bicycle, store it in the bicycle shed next to the Mott Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The Mott Training Center has a limited number of bicycles available for your use. Prior to your use, you are required to complete a safety inspection and sign a waiver which is posted in the bicycle shed.
21. MAIL: Mail forwarded to you during your time at the Center should be addressed to you in care of:

Department of Parks and Recreation
WILLIAM PENN MOTT JR. TRAINING CENTER
PO Box 699, Pacific Grove, CA 93950

22. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Limit those calls to your breaks.
23. FAX: The Mott Training Center's FAX number is (831) 649-2824.
24. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call the Center at (831) 649-2954. Calls after 5:00 p.m. or during weekends should be made to (831) 372-8016, Asilomar Conference Grounds, and the caller should tell the switchboard operator you are with a California State Parks training group. **Note: There are no longer pay telephones outside of the Mott Training Center. There are pay telephones located at the Asilomar Administration Building.**
25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments.
26. RECREATION: Facilities available on grounds include a heated swimming pool, pool tables, and a volleyball court. The Monterey area offers horseback riding, golf, tennis, racquetball, deep sea fishing, and many historical landmarks and scenic sights to explore.
27. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the William Penn Mott Jr. Training Center, the following list is provided:

- _____ 1. Read and understand the program syllabus prior to your arrival at the Mott Training Center.
- _____ 2. Arrange travel through your Unit/District Office.
- _____ 3. Complete the following pre-training assignments:
 - Presenters Showcase: Prepare a 15-minute demonstration of how you incorporated Common Core State Standards in your programs last year.
 - Bring a vocabulary list of key terms related to the educational content your programs address.
 - Upload your 2014-2015 teacher confirmation email to the PORTS team site (Shared Documents, Email Confirmation Folder) for review and analysis during training - contact berndt.stolfi@parks.ca.gov with questions.
 - Prepare questions for videoconferencing providers (presenters and coordinators). Questions should pertain to technology, logistics, technique, tips and tricks of the trade. Bring them with you and be prepared to ask questions. We will have three different videoconferences with providers.
 - Bring your iPad if you currently have one for use with PORTS Programs.
- _____ 4. Remember to bring the following with you to training:
 - Program syllabus.
 - Proper field uniform (Review DOM 2300 and Formal Training Guideline #7).
 - Bring a reusable coffee cup, refillable water bottle, alarm clock, pens, and pencils.

If you have any questions or need assistance, contact Training Specialist Sara M. Skinner at (831) 649-2961 or Sara.Skinner@parks.ca.gov.

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed).

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Section in providing a return on the investment the Department has on training.

PARKS ONLINE RESOURCES FOR TEACHERS AND STUDENTS (PORTS)
INTERPRETATION TRAINING GROUP 5
September 16-19, 2014

Tuesday

September 16

1500-	Registration: <i>(Check-in at the Asilomar Administration Building)</i>	All
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Wednesday

September 17

0800-0830	Introduction to Mott Training Center	Skinner
0830-0900	Statewide Program Update	Pozzi/Krey
0900-1030	Videoconference - Smithsonian	
1030-1200	Scheduling / Calendar / Logistics	Coordinators
1200-1300	Lunch	
1300-1600	iPads in Education	Craven
1600-1700	iPads in PORTS Programs	Thompson

Thursday

September 18

0800-0930	Videoconference - Minnesota State Zoo	
0930-1100	Common Core Next Steps - Questioning Strategies	Holm/Lightle
1100-1200	Presenters Showcase	All
1200-1300	Lunch	
1300-1400	Teacher Survey Update and Analysis	Krey
1400-1430	MPA Interpretation	Robbins
1430-1600	Next Generation Science Standards	Romig
1600-1700	Presenter Showcase	All

Friday

September 19

0800-0930	Videoconference - Center for Puppetry Arts	
0930-1100	RAPPORT	Stolfi
1100-1130	Presenters Showcase	All
1130-1200	Conclusion and Evaluation	All
1200-	Lunch and Departure	All

**PARKS ONLINE RESOURCES FOR TEACHERS AND STUDENTS (PORTS)
INTERPRETATION TRAINING**

20 HOURS

PROGRAM OUTLINE

<u>PROGRAM ADMINISTRATION</u>	5.0
Introduction to Mott Training Center	
Statewide Program Update	
Scheduling / Calendar / Logistics	
Teacher Survey Update	
RAPPORT	
<u>INTERPRETIVE TRAINING</u>	9.0
Videoconferences	
Next Generation Science Standards	
Common Core Questioning Techniques	
Marine Protected Areas.....	
iPads in PORTS Program	
<u>PROGRAM PLANNING</u>	5.5
iPad Deployment.....	
Presenters Showcase	
<u>EVALUATION</u>	0.5
TOTAL HOURS	20

PARKS ONLINE RESOURCES FOR TEACHERS AND STUDENTS (PORTS) INTERPRETATION TRAINING

OVERALL COURSE OBJECTIVES

Purpose: To provide PORTS interpreters and support staff with a basic, solid foundation for planning, developing, and conducting PORTS programs. Participants in the class will observe and discuss relevant techniques presented by experienced interpreters and trainers from the educational community.

Learning Objectives: By the close of the class the participant will

1. Incorporate a basic set of skills, knowledge, and ideas for planning and conducting PORTS presentations into daily work assignments.
2. Practice interpretive methods and discuss their use in PORTS programs.
3. Practice the use of various videoconference related technologies.

INTRODUCTION TO MOTT TRAINING CENTER

Purpose: Present information about the Mott Training Center.

Learning Objectives: By the close of the training session the participant will

1. Complete registration materials.
2. Adhere to all Training Center Guidelines.

STATEWIDE PROGRAM UPDATE

Purpose: To provide participants with an overview to help them understand the goals and objectives of the statewide PORTS program.

Performance Objectives: By the close of the training session participants will

1. Identify the members of the PORTS team.
2. Explain the roles and responsibilities of the PORTS team members.
3. Describe the goals and future direction of PORTS.

VIDEOCONFERENCE SESSIONS

Purpose: Participants will engage in three live videoconference programs with experienced distance learning content providers to discuss and compare content creation and delivery, technology, and logistics.

Performance Objectives: By the close of the training session participants will

1. Identify one new method or technique to use in their own program.
2. Compare multiple styles of delivery.
3. Identify methods or techniques that do not make an effective program.

SCHEDULING / CALENDAR / LOGISTICS

Purpose: Inform participants about the 2014-2015 calendar, discuss best practices for teacher correspondence, and introduce the new post-program teacher survey.

Performance Objectives: By the close of the training session participants will

1. Identify changes to the 2014-2015 calendar and any new functions available.
2. Discuss best practices for Teacher Confirmation Email.
3. Identify that we are implementing a new, post-program teacher survey link.

iPAD IN EDUCATION

Purpose: Assign iPads to participants and train them in the use and care of the iPads. Participants will explore methods and techniques for incorporating the iPads into interpretive programming.

Performance Objectives: By close of the training session participants will

1. Demonstrate the basic functions of the iPad and how it represents a new modality.
2. Practice creating and using digital media, and pushing content.
3. Identify the best educational and videoconferencing apps for distance learning and content delivery.

iPADS IN PORTS PROGRAMS

Purpose: Identify different ways iPads can be utilized in PORTS programs successfully.

Performance Objectives: By close of the training session participants will

1. Compare how iPads have been successfully used in current PORTS programs.
2. Identify three apps and functions already used in PORTS programs.
3. Identify and share one way they plan to use iPads for their specific programs.

COMMON CORE NEXT STEPS - QUESTIONING STANDARDS

Purpose: Introduce participants to specific questioning strategies that best satisfy Common Core State Standards.

Performance Objectives: By close of the training session participants will

1. Explain questioning strategies that best satisfy the Common Core State Standards.
2. Practice the use of these questioning techniques.
3. Identify and share three new questions or strategies participants plan to use in programs.

PRESENTERS SHOWCASE

Purpose: Participants present how they address the Common Core State Standards in their programs.

Performance Objectives: By close of the training session participants will

1. Present highlights from their 2013-2014 program showing how they incorporated the Common Core State Standards.
2. Share and identify techniques that were successful and unsuccessful in meeting the standards.
3. Provide feedback to their peers on program delivery and Common Core State Standards for inclusion into 2014-2015 programs.

TEACHER SURVEY UPDATE AND ANALYSIS

Purpose: Analyze and discuss the results of last year's teacher surveys and present this year's post-program teacher survey link.

Performance Objectives: By close of the training session participants will

1. Analyze the results of last year's teacher surveys.
2. Identify one area of improvement based on teacher feedback.
3. Describe the process for the teacher survey for the 2014-2015 school year.

MARINE PROTECTED AREAS (MPA) INTERPRETATION

Purpose: Introduce participants to the background on MPAs, and discuss how MPA messaging can be incorporated into PORTS programs.

Performance Objectives: By close of the training session participants will

1. Explain how and why MPA's exist.
2. Identify places in their programs where MPA messaging could potentially be incorporated.

NEXT GENERATION SCIENCE STANDARDS (NGSS)

Purpose: Provide an overview of the NGSS and how PORTS programs support the standards.

Performance Objectives: By close of the training session participants will

1. Explain the basic concepts behind the NGSS.
2. Identify ways that PORTS programs can satisfy NGSS standards and collaborate on how to incorporate NGSS into individual PORTS.

RAPPORT

Purpose: Provide participants an overview of RAPPORT. Facilitate a discussion on evaluation needs not covered by RAPPORT.

Performance Objectives: By close of the training session participants will

1. Describe the role RAPPORT plays in evaluating effective interpretive programs.
2. Identify the deadlines for each of the RAPPORT evaluations: self, peer, supervisory.
3. Discuss and identify PORTS-specific evaluation questions not currently on the RAPPORT evaluation.

Training Center, 837 Asilomar Blvd., Pacific Grove, CA 93950

