

State of California . Natural Resources Agency . California State Parks

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

September 12-14, 2017

Training Syllabus



**William Penn Mott Jr. Training Center**



State of California – Natural Resources Agency

# Memorandum

**Date:** August 23, 2017  
**To:** Supervisor  
**From:** Debbie L. Fredricks, Chief  
Training Section  
California State Parks  
**Subject:** Employee Attendance at Formal Training

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.
3. Support the employee's use of the training at the work place.

### Three Months Following Training

1. 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.



Debbie L. Fredericks  
Training Section Chief

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

Debbie L. Fredricks.....	Training Section Chief
Ann D. Slaughter .....	Mott Training Center Manager
Jack Futoran .....	EMS and LFG Training Coordinator
Jeff Beach.....	Training Consultant
JD Dinnauer.....	Training Consultant
Dave Galanti .....	Training Consultant
Karyn Lombard .....	Training Consultant
Sara M. Skinner .....	Training Consultant
Jason Smith .....	Academy Coordinator
Jeremy Alling .....	Cadet Training Officer
Matt Cardinet .....	Cadet Training Officer
Raymund Nanadiego .....	Cadet Training Officer
Lisa Anthony .....	Program Coordinator
Edith Alhambra .....	Assistant Program Coordinator
Alex Franck.....	Assistant Program Coordinator
Jessica Kohls.....	Assistant Program Coordinator
Pamela Yaeger.....	Assistant Program Coordinator

## 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

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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.
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 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 AND MEALS: Paid by reporting location.
5. HOUSING: The Department provides your room and board expenses, on a shared room basis, at the hotel only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Advise the Training Consultant no later than one week before your scheduled arrival if you plan to live off-grounds. 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. Check-in will be from 4:00 p.m. on the date of arrival. Check-out 12:00 noon on the date of departure.

**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.

6. **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 Consultant 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.**

7. ADDRESS AND PARKING: Stanford Gallery, 111 I Street, Sacramento, CA 95814.
8. REGISTRATION: When you arrive at Doubletree Sacramento, proceed directly to the front desk for your key card and check-in.
9. 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.

10. **TRAINING SECTION STAFF:** Sara M. Skinner is your Training Consultant 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.
11. **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 Training Section Chief 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 Consultant.
12. **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 receive or make cell phone calls during class time. Limit those calls to your breaks.
13. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies.
14. **POST-TRAINING ASSIGNMENTS:** In connection with formal training are to be completed under the direction of your supervisor.

## **PROGRAM ATTENDANCE CHECKLIST**

To assist you in your preparation for formal training session at the Stanford Gallery in Old Sacramento, the following list is provided:

\_\_\_\_\_1. Read and understand the Parks Online Resources for Teachers and Students (PORTS) Interpretation Training program syllabus prior to your arrival at Stanford Gallery.

\_\_\_\_\_2. Arrange travel through your Unit/District Office.  
Parking can be restrictive.  
The physical address:  
111 I Street, Sacramento, CA 95814

If you are driving in and using GPS, use the address:

125 I Street, Sacramento, CA 95814

<https://www.google.com/maps/myplaces?hl=en&ll=38.584422,-121.504009&spn=0.012211,0.014312&ctz=480&t=h&z=16&iwloc=A>

The Stanford Gallery is in the Huntington Hopkins Hardware Store building that is referred to as the “Big 4” building. This part of I Street is closed to normal traffic.

\_\_\_\_\_3. Complete the pre-training assignments on page 5 of syllabus.

\_\_\_\_\_4. Bring the following with you to training:

Program syllabus

Uniforms not required. Appropriate business attire.

Reusable coffee cup, refillable water bottle, pens, pencils, and alarm clock

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

## **PRE-TRAINING ASSIGNMENTS**

- Prepare to share your experiences from the past year and expectations for the upcoming school year.
- Bring your mobile equipment, including (laptops, tablets, microphones, lights, tripods, etc...) and prepare to describe your mobile operation.
- Bring state vehicles when possible, we will carpool as much as possible to the training venues; if you will bring one, notify Sara M. Skinner [Sara.Skinner@parks.ca.gov](mailto:Sara.Skinner@parks.ca.gov) as soon as possible with the number of passengers (including driver) that your vehicle can hold.
- Bring money for lunches (coded to a Travel Expense Claim to the Training Section).

Lodging provided for out-of-town participants at:

Doubletree by Hilton Hotel Sacramento  
2001 Point West Way, Sacramento, CA 95815  
Telephone number: 1-916-929-8855

<http://doubletree3.hilton.com/en/hotels/california/doubletree-by-hilton-hotel-sacramento-RLSA-DT/index.html>

### **Note:**

- Parking is \$8.00 per day and not reimbursed by the Training Section, that is to be coded to your home base
- Check-in 1600 on Monday, September 11, 2017



## **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.

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.

## **TRAVEL EXPENSE CLAIMS INFORMATION**

You will need to submit a Travel Expense Claim (TEC) in a timely manner after the class. As a reminder:

- Districts are responsible for your time, your travel to/from training, and incidentals
- Training covers meals and lodging (you will need a receipt from the hotel)
- For your claim: If you were in the hotel, select “Department Paid” and the following on CalATERS
  - Charge to: “PORTS IT Group 8”
  - Select “Detail Accounting” and enter the following
  - Field one: 2017 (Fiscal Year)
  - Field two: Index Number (Your reporting location index number)
  - Field three: 14001 (PCA)
  - Field four: Leave blank
  - Field five: 067IAE00 (Project Number)(This is the account and settings to charge your room and food)

If you receive error messages, contact Assistant Program Coordinator Pamela Yaeger at (831) 649-2954 or [Pamela.Yaeger@parks.ca.gov](mailto:Pamela.Yaeger@parks.ca.gov) at the Mott Training Center to have you added to the system.

**NOTE: List Ann D. Slaughter as an Additional Approver on your claim**

**PARKS ONLINE RESOURCES FOR TEACHERS AND STUDENTS (PORTS)**  
**INTERPRETATION TRAINING GROUP 8 AGENDA**  
**September 12-14, 2017**

All training courses conducted at the Stanford Gallery in Old Sacramento

**Monday**

**September 11**

1600 REGISTRATION: *Doubletree Sacramento for out-of-town participants*

**Tuesday**

**September 12**

0800-0900	Introductions	All
0900-1000	Program Update	Krey
1000-1200	Logistic Update	Langer/Stolfi/ Fenkell
1200-1300	Lunch	
1300-1330	Travel to McClellan	All
1330-1700	Studio in a Backpack Demonstration/Green Screen Studio Update	Ittelson

**Wednesday**

**September 13**

0800-1000	Project Based Learning Curriculum	Fox
1000-1200	Marine Protected Areas Education Project	Edmunds
1200-1300	Lunch	
1300-1700	Mobile Programming Showcase	All

**Thursday**

**September 14**

0800-0900	Video Skills Training	Spencer
0900-1030	Beyond PORTS-Skype, Live Streaming, Digital Media	PORTS Staff
1030-1100	Executive Staff Discussion	TBD
1130-1200	Summary/Evaluation	All

**PARKS ONLINE RESOURCES FOR TEACHERS AND STUDENTS (PORTS)**  
**INTERPRETATION TRAINING GROUP 8**

<b><u>PROGRAM OUTLINE</u></b>	<b><u>HOURS</u></b>
PROGRAM ADMINISTRATION .....	5.0
Program Update	
Logistic Update	
Executive Staff Presentation	
INTERPRETIVE TRAINING .....	14.0
Studio in a Backpack/Green Screen Studio Update	
Mobile Programming Showcase	
Project Based Learning Curriculum	
MPA Education Presentation	
Video Skill Training	
PROGRAM PLANNING .....	0.5
Beyond PORTS	
EVALUATION .....	0.5
<b>TOTAL HOURS .....</b>	<b>20</b>

**PARKS ONLINE RESOURCES FOR TEACHERS AND STUDENTS (PORTS)**  
**INTERPRETATION TRAINING GROUP 8**

**PURPOSE AND OBJECTIVES**

**OVERALL PURPOSE OF THE COURSE**

Purpose: 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.

Program Objectives: By the close of the training course participants 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.

**PROGRAM UPDATES**

Purpose: 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.
4. Demonstrate successful use of the scheduling system.
5. Identify the changes to program logistics for 2015/2016 school year.
6. Describe how Vidyo will be implemented by the K12HSN and PORTS going forward.

**PARKS ONLINE RESOURCES FOR TEACHERS AND STUDENTS (PORTS)**  
**INTERPRETATION TRAINING GROUP 8**

**LOGISTICS UPDATES**

Purpose: Identify changes in program scheduling, availability, marketing and promotion of district PORTS Programs.

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

1. Identify how programs will be scheduled this year.
2. Learn about new registration form.
3. Identify how PORTS programs will be marketed and promoted within the education community.

**STUDIO IN A BACKPACK/GREEN SCREEN STUDIO UPDATES**

Purpose: Collaborate as a team to learn about new green screen technology and program delivery methods.

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

1. Identify new technology used to employ green screen programs.
2. Deliver a live presentation using studio in a backpack technology.

**PROJECT BASED LEARNING CURRICULUM**

Purpose: Participants introduced to Project Based Learning, a new curriculum concept for K-12 education.

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

1. Describe what Project Based Learning is and how may intersect with their PORTS Program.
2. Experience a Project Based Learning curriculum piece specifically built for PORTS Programs.

**PARKS ONLINE RESOURCES FOR TEACHERS AND STUDENTS (PORTS)**  
**INTERPRETATION TRAINING GROUP 8**

**MARINE PROTECTED AREAS EDUCATION PROJECT**

Purpose: Enhance and update MPA Programs with newest information and interpretive techniques.

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

1. Collaborate to assist MPA PORTS program presenters with improvements to current MPA programming opportunities.
2. Present new interpretive and educational material in a group setting.

**MOBILE PROGRAMMING SHOWCASE**

Purpose: Collaborate as a group to identify mobile programming opportunities using various technologies and methods.

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

1. Showcase their mobile platforms to other participants.
2. Identify best practices and most applicable technologies and methodologies for their specific needs.

**VIDEO SKILLS TRAINING**

Purpose: Enhance video recording skills for digital media interpretive opportunities

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

1. Participants learn two new skills pertaining to creating videos for use as digital media.
2. Participants record themselves for self-evaluation.

**Beyond PORTS**

Purpose: Identify direction and goals of programming beyond PORTS at district level.

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

**PARKS ONLINE RESOURCES FOR TEACHERS AND STUDENTS (PORTS)**  
**INTERPRETATION TRAINING GROUP 8**

1. Identify one opportunity to create interpretive programming beyond their traditional PORTS programs.
2. Create a plan to execute the additional programming/digital media opportunity.

**EXECUTIVE STAFF DISCUSSION**

Purpose: Provide participants an opportunity to engage with executive staff.

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

1. Identify executive staff members
2. Engage in a discussion relevant to interpretive technology and the role PORTS plays in the Department.
3. Receive updates on ongoing transformation efforts.