

Coastal Marine Interpretation

April 13-16, 2015

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: April 2, 2015

To: Supervisor

From: Teresa Bober, Department Training Officer
Training Section
California State Parks

Subject: Employee Attendance at Formal Training
Coastal Marine Interpretation Group 6

An employee from your office will soon be attending the formal training program described in the attached. Please ensure 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 meets with employee to discuss the evaluation.

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

Teresa Bober Department Training Officer
Ann D. Slaughter MTC Manager
Jack Futoran EMS and LG Training Coordinator
Sara M. Skinner Training Specialist
Dave Galanti Training Specialist
Karyn Lombard Training Specialist
Matt Cardinet Cadet Training Officer
Travis Gee Cadet Training Officer
Pamela Yaeger Assistant Program Coordinator
Edith Alhambra Assistant Program Coordinator
Lisa Anthony 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

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: 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 12:00 noon 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. 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 Training Section 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 absorb 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, contact the Training Specialist Sara M. Skinner to request the Asilomar Dietary Restriction form no later than two weeks prior to the course start date. The Training Specialist will forward the form to the appropriate Asilomar Conference Grounds staff.

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. It does not include such items as shorts, t-shirts, tank tops, or sandals.

Because we are on the 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, proceed 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 DPR employees in the 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 presentation, and provide a level of expertise difficulty to match.
16. **TRAINING SECTION STAFF:** Sara M. Skinner is your Training Specialist and has been assigned responsibility for your training group. 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:** Materials may be made available to you at both your unit and the Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook may be issued to you at the training session for notes and convenience in handling materials. Bring your own pens and pencils.
18. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important for 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 (except for POST RBC) 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, these are to be completed under the direction of your supervisor.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session. You will be asked to contribute to the "Hospitality Fund" to defray expenses. 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 Coastal Marine Interpretation Group 6 syllabus prior to your arrival at the Mott Training Center.
- _____ 2. Complete the following pre-training assignment:
 - Pre-Training Questionnaire on page 7.
- _____ 3. Arrange your travel through your Unit/District Office.
- _____ 4. Uniforms are not required for this program; appropriate attire should be worn (no shorts or flip-flops). Note: There will be many sessions outside and offsite. Bring layers and clothing for all types of weather.
- _____ 5. Bring the following with you to training:
 - Coastal Marine Interpretation program syllabus.
 - Completed Pre-Training Questionnaire.
 - Coffee cup, reusable water bottle, paper, pens, pencils, and alarm clock.

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

COASTAL MARINE INTERPRETATION

Pre-Training Assignment

During the training, we will be focusing on using interpretive techniques and information to address specific audiences and resource management challenges you face at your specific park unit. Please read the questions below, collect your thoughts and observations, and make a few notes in preparation for the training. **Bring this completed questionnaire with you**; we will collect it Tuesday (April 14, 2015) to get a feeling for your needs from this training. (Use the back if you need extra space.) You may also submit a fax at (831)649-2824.

1. Briefly describe the marine resources in your park unit (approximate size, kind of habitat, any special/unique features):

2. List three challenges or management concerns relating to visitor interactions with marine resources in your unit:

3. Describe the visitor audience at your unit (include numbers, seasonal visitation patterns, general composition of visitor groups, special populations or target groups):

4. What kinds of interpretive programs/media are in use now to interpret marine resources to your visitor audience?

5. Please list three expectations you have of this training:

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should 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.

COASTAL MARINE INTERPRETATION GROUP 6
April 13-16, 2015

Monday

April 13

1500 REGISTRATION: *Check-in at the Asilomar Administration Building*

Tuesday

April 14

- 0800-0845 Introduction Skinner/Covel
- A. Overview of Workshop Purpose, Objectives
 - B. Introduce Participants, Speakers
 - C. Introduce Agenda, Schedules, Other Details
 - D. Review Workshop Preparation Materials: Visitor/Resource Management Goals, Target Audiences, Interpretive Objectives for Specific Sites
- 0845-0930 Overview of Intertidal and Near-Shore Environments Covel
- A. Rocky Shores Habitats: Conditions, Zonation, Common Species, Adaptations
 - B. Sandy Shores Habitats: Conditions, Comparison to Rocky Shores, Dynamic Nature of Beaches, Common Species, Adaptations
- 0930-0945 BREAK
- 0945-1030 Low Impact Exploration in the Intertidal Covel
- A. Sensitizing Visitors to Their Impact on Beaches and Tide Pools
 - B. Techniques for Exploration without Devastation: Tips and Tools
 - C. Modeling Appropriate Behavior
 - D. Visitor Safety
- 1030-1430 Tide-Pooling Field Activity (Includes Lunch Break, Travel To/From) Covel
- A. Intertidal Zonation, Common Inhabitants of Each Zone
 - B. Making a Living in the Intertidal: Adaptations and Interactions
 - C. Safety Considerations for People and for Animals
 - D. Interpreting to Minimize Impacts
- 1430-1630 Marine Protected Areas in California Robbins
- A. The Status and Management of Marine Protected Areas

COASTAL MARINE INTERPRETATION GROUP 6

April 13-16, 2015

1430-1630 Marine Protected Areas in California Robbins
B. Interpreting MPAs
C. Department Update on MPAs

1630-1655 Resources for Interpreting Marine Habitats and Communities

1655-1700 Conclusion, Question and Answer, Prepare for Wednesday

Wednesday

April 15

0800-0810 Introduction to Day 2, Questions From Previous Day Covel

0810-1010 Introduction/Review of Interpretive Methods Covel
A. Definitions
B. Guestology/Audience Analysis
C. Tangibles and Intangibles
D. Favorite Methods, Techniques
E. Interpreting Conservation Messages

1010-1030 BREAK

1030-1200 Interpreting the Sandy Shore (Meet on Asilomar State Beach) Covel
A. Common Themes Appropriate To the Sandy Shore Habitat
B. Life on a Sandy Beach: Common Critters, Conditions,
Zonation, Seasonality, Sand Movement
C. Interpretive Techniques, Activities

1200-1245 LUNCH

1245-1310 Travel to Monterey Bay Aquarium

1310-1600 Marine Habitat Interpretation at the Monterey Bay Aquarium Covel
A. Introduction to Interpretive Approaches in Aquarium Exhibits
1. Programs for a Multi-Cultural Audience

COASTAL MARINE INTERPRETATION GROUP 6
April 13-16, 2015

1310-1600	Marine Habitat Interpretation at the Monterey Bay Aquarium 2. Media: Graphics, Interpersonal Interpretation, Exhibit Components B. Investigating the Aquarium on Your Own C. Conclusion Aquarium Activity	Covel
1600-1645	Training Staff and Docents to Interpret Marine Resources A. Learning Styles B. Coaching and Feedback C. Ongoing Learning Model D. Challenging Situations	
1645-1700	Conclusion, Question and Answer, Prepare for Thursday	
Thursday		
<u>April 16</u>		
0800-0815	Introduction, Plan for the Day, Question and Answer	Covel
0815-1000	Seabird Protection Network	O'Brien
1000-1015	BREAK	
1015-1100	Special Situations A. Challenging Audiences B. Resource Management Challenges	Covel
1100-1130	Parking Lot: Address Items that Developed Throughout the Workshop that Weren't Covered in the Prepared Agenda	Covel/Skinner
1130-1200	Summarize Key Components from Workshop, Next Steps	Covel/Skinner
1200	Conclusion	

COASTAL MARINE INTERPRETATION

<u>PROGRAM OUTLINE</u>	<u>HOURS</u>
<u>Introduction, Evaluation and Conclusion</u>	2
Travel to and from Excursions	
<u>Coastal Marine Areas</u>	8
Overview of Intertidal and Near-Shore Environments	
Low Impact Exploration in the Intertidal	
Marine Protected Areas in California	
Seabird Protection Network	
Special Situations	
<u>Interpreting and Managing Coastal Marine Areas</u>	10
Tide-Pooling Field Activity	
Resources for Interpreting Marine Habitats and Communities	
Introduction/Review of Interpretive Methods	
Interpreting the Sandy Shore	
Marine Habitat Interpretation at the Monterey Bay Aquarium	
Training Staff and Docents to Interpret Marine Resources	
TOTAL HOURS	20

COASTAL MARINE INTERPRETATION

COURSE OBJECTIVES

Learning Objectives: By the end of the Tuesday session, participants will

1. Identify at least four visitor/resource management challenges common to many coastal park units.
2. Describe the role of this workshop in addressing the above concerns through interpretation.
3. List the four intertidal zones on a rocky shore and the conditions that determine each zone.
4. Identify at least three common animals that occur in each intertidal zone.
5. Describe at least four themes for tide pool activities.
6. List three techniques to reduce visitor impacts on tide pools.
7. Observe how to relate interpretive themes to the audience in a field activity.
8. Observe two ecological relationships among organisms on the rocky shore.
9. Interpret the current status and conservation values of marine protected areas to the public.
10. Describe three ways that marine protected areas help conserve marine resources.
11. Identify two types of marine protected areas in California.
12. List at least five useful resources for interpreting marine habitats and organisms.

COASTAL MARINE INTERPRETATION

COURSE OBJECTIVES

Learning Objectives: By the end of the Wednesday session, participants will

1. Describe the typical origin and movement patterns of beach sand in California.
2. List four environmental conditions that impact life in a sandy beach habitat.
3. List at least three themes that can be applied in the interpretation of sandy beach habitats.
4. Name five common beach inhabitants and an adaptation each has for a beach lifestyle.
5. Demonstrate at least three beach interpretation activities for youth and family audiences.
6. Identify at least one important conservation behavior outcome appropriate to beach habitats.
7. Observe three media used to interpret marine habitats at the Monterey Bay Aquarium and assess the effectiveness of each.
8. Define at least four common audience segments that they work with.
9. Describe four identity-based motivations in a typical audience and how to appeal to each type.
10. Link tangibles and intangibles for effective interpretation.
11. List three qualities of an effective conservation message
12. List three key skills involved in training staff/volunteers to interpret marine resources.

COASTAL MARINE INTERPRETATION

COURSE OBJECTIVES

Learning Objectives: By the end of the Thursday session, participants will

1. Describe the function of the Seabird Protection Network and apply it to the operations of their respective park unit.
2. Describe how an interpretive solution may be used to address one resource management challenge at their respective park unit.
3. Articulate one action each participant will take at their park unit to implement an idea from this workshop.
4. Identify how to acquire additional resources for marine interpretation.

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

