

Coastal Marine Interpretation

March 23-25, 2009

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: March 17, 2009

To: Supervisor

From: **Department of Parks and Recreation**
William Penn Mott Jr. Training Center

Subject: Employee Attendance at Formal Training
Coastal Marine Interpretation 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 supervisor, must 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 logs in 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.



Tina L. Williams
Department Training Officer

Attachment
cc: Participant

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Mission Statement Training Section

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

MOTT TRAINING CENTER STAFF

Tina L. Williams..... Department Training Officer
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THE MISSION

of the California Department of Parks and Recreation 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 and, most recently, the Two Rivers Training Facility in Sacramento. 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). You should print a copy of the syllabus to bring with you to class. 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 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 Training Center does not have the capability to provide transportation to/from Monterey Airport.

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

4. HOUSING: Housing will be assigned to you on a shared-room basis and will be available from 3 p.m. on the date of arrival to 12 noon on the date of departure. The Department provides your room and board expenses at the 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 Department Training Officer 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 p.m.
5. **HOUSING CANCELLATION POLICY:** If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. Lodging, registration and associated fees will be charged to the employee's District or Office if a training cancellation is received with less than 72 hours notice.

The 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 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 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 noon for lunch, and 6 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.
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 specified**

in the Program Attendance Checklist. Non-uniformed employees shall wear professional business attire.

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 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 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 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 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 Delaware North.
12. SMOKING: Smoking is not permitted in the Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
13. TRAINING CENTER: The 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 CENTER STAFF:** A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Center staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Center 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 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. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
19. **COLLEGE CREDIT:** Most training programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
20. **MPC STUDENT ID:** **If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birthdate.**

<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReq&Program=REPORT-SR-FIND-SSN>

Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.

21. **VEHICLES:** All vehicles should be parked in the lots adjacent to the Training Center. Any questions regarding use of a State vehicle while at the Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Training Center.

22. BICYCLES: If you bring your bicycle, store it in the bicycle shed next to the Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The 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.
23. 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
P. O. Box 699, Pacific Grove, CA 93950
24. 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. Please limit those calls to your breaks.
25. FAX: The Training Center's FAX number is (831) 649-2824.
26. 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 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 Department of Parks and Recreations training group. **Please Note: There are no longer pay telephones outside of the Training Center. There are pay telephones located at the Asilomar Administration Building.**
27. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments.
28. RECREATION: Facilities available on grounds include a heated swimming pool, ping-pong and 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.
29. 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.
30. COFFEE BREAK REFRESHMENTS: Will be available throughout each session at the Center. 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 Training Center
- _____2. Complete the following pre-training assignment:
 - Pre-Workshop Questionnaire on page 7
- _____3. Arrange your travel through your Unit/Office
- _____4. Bring the following with you to training:
 - Coastal Marine Interpretation Program Syllabus
 - Completed Pre-Workshop Questionnaire
 - Coffee cup, alarm clock, pens, and pencils
 - Uniforms are not required for this program; appropriate attire should be worn.

COASTAL MARINE INTERPRETATION
Pre-Workshop Questionnaire

During the workshop, 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 workshop. **Bring this completed questionnaire with you**; we will collect it Monday (March 24, 2009) to get a feeling for your needs from this workshop. (Use the back if you need extra space.)

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 workshop:

POST-TRAINING ASSIGNMENT

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 Center in providing a return on the investment the Department has on training.

COASTAL MARINE INTERPRETATION GROUP 5 AGENDA
March 23-25, 2009

Monday
March 23

- 1500- Registration: *(Check-in at the Asilomar Administration Building)*
- 1600-1645 Introduction
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
- 1645-1700 Individual Project Requirements
A. Project Objectives
B. 30-day Action Plan: Handout Sample Action Plan Form
C. Follow-up Process
- 1700-1830 Dinner
- 1830-2030 Overview of Intertidal and Near-Shore Environments
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
- 2030-2045 Preparation for Tuesday Activities
A. Field Trip Details
B. Meals, Clothing, Items to Bring

Tuesday
March 24

- 0800-0900 Low Impact Exploration in the Intertidal
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

COASTAL MARINE INTERPRETATION GROUP 5 - AGENDA
March 23-25, 2009

- 0900-1030 Introduction to Interpretation Basics
A. Definitions
B. Guestology
C. Tangibles and Intangibles
D. Favorite Methods, Techniques
E. Question/Answer Period
- 1030-1130 Conservation Messages and Measures
A. Habitat Conservation: California's Marine Protected Areas
Sustainable Seafood: Seafood Watch Program
C. Audience Appropriate Conservation Messages
- 1130-1200 The Science of Marine Protected Areas
A. Video Presentation: The Science of Marine Protected Areas
B. Fisheries and Population Dynamics
C. Levels of Protection, Types of MPA in California
- 1200-1300 Training Staff and Docents to Interpret Marine Resources
A. Learning Styles
B. Coaching and Feedback
C. Ongoing Learning Model
D. Challenging Situations
- 1300-1400 Lunch and Travel to Pt. Pinos
- 1430-1630 Tide Pooling: Great Tide Pool
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
- 1700-1800 Dinner
- 1830-2030 Marine Habitat Interpretation at the Monterey Bay Aquarium
A. Introduction to Interpretive Approaches in Aquarium Exhibits
1. Learning Styles
2. Media: Graphics, Interpersonal Interpretation, Exhibit Components
B. Investigating the Aquarium on Your Own
C. Wrap-up Aquarium Activity

COASTAL MARINE INTERPRETATION GROUP 5 AGENDA
March 23-25, 2009

Wednesday
March 25

0830-1000

- Interpreting the Sandy Shore (Meet on Asilomar Beach)
- 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

1000-1130

- Development of 30-day Action Plan
- A. Introduction of Activity
 - 1. Purpose of Action Plan
 - 2. Distribution of Worksheet
 - 3. Regional Resource Groups
 - B. Site-specific Management Challenges
 - 1. Need/Problem Definition
 - 2. Goals/Solutions
 - 3. Key Individuals Involved in Solution
 - C. Behavioral Objectives for Solution
 - 1. Desired Change in Visitor/Staff Behavior
 - 2. Methods Used to Effect Change
 - 3. Measuring Changes
 - D. Presenting Action Plans

1130-1200

Course Evaluation, Wrap-up

1200-

Lunch and Departure
(Optional Time at Monterey Bay Aquarium if Desired)

COASTAL MARINE INTERPRETATION

16 HOURS

PROGRAM OUTLINE

Hours

Introduction, Wrap-up and Evaluation 1.0
Travel to and from Excursions

Coastal Marine Areas..... 7.5
Overview of Intertidal and Near-Shore Environments
Low Impact Exploration in the Intertidal.....
Tide Pooling: Great Tide Pool
Interpreting the Sandy Shore

Interpreting and Managing Coastal Marine Areas 7.5
Introduction to Interpretation Basics
Training Staff and Docents to Interpret Marine Resources.....
Conservation Messages and Measures
 Development of 30-day Action Plan
 Marine Habitat Interpretation at the Monterey Bay Aquarium.....
The Science of Marine Protected Areas.....

TOTAL HOURS **16**

COASTAL MARINE INTERPRETATION

COURSE OBJECTIVES

By the end of the Monday session, participants will

1. Identify at least four visitor/resource management challenges common to many coastal park units.
2. Define the role of this workshop in addressing the above concerns through interpretation.
3. Describe how they will be responsible for applying at least two new interpretive techniques in addressing a management objective or concern at their specific park unit.
4. Identify the four intertidal zones on a rocky shore and the conditions that determine each zone.
5. Identify at least three common animals that occur in each intertidal zone.
6. Describe the typical origin and movement patterns of beach sand in California.
7. List four environmental conditions that impact life in a sandy beach habitat.

By the end of the Tuesday session, participants will

1. Identify at least four themes for tide pool activities.
2. Describe three techniques to reduce visitor impacts on tide pools.
3. Describe how to relate interpretive themes to the audience in a field activity.
4. Identify at least four phyla of marine invertebrates common to local tide pools and at least two examples of each phylum.
5. Observe two ecological relationships among organisms on the rocky shore.
6. Identify four common learning styles in public audiences.
7. Describe three media used to interpret marine habitats at the Monterey Bay Aquarium and assess the effectiveness of each.

8. Describe four useful techniques for involving the audience in interpretive presentations, and which are useful under specific conditions.
9. Link tangibles and intangibles for effective interpretation.
10. Describe three ways that marine protected areas help conserve marine resources.
11. Identify two types of marine protected areas in California.
12. List four key skills involved in training staff/volunteers to interpret marine resources.

By the end of the Wednesday session, participants will

1. Describe five environmental conditions that shape the life on sandy shores.
2. List at least three themes that can be applied in the interpretation of sandy beach habitats.
3. Name five common beach inhabitants and an adaptation each has for a beach lifestyle.
4. Demonstrate at least three beach interpretation activities for youth and family audiences.
5. Identify at least one important conservation behavior outcome appropriate to beach habitats.
6. Prepare a specific course of action to implement ideas from the workshop in addressing a management challenge/objective at their respective park unit.
7. Formulate concrete behavioral objectives and use them to measure impacts of program elements.
8. Know how to acquire additional resources for marine interpretation.
9. Make specific requests for follow-up and recommendations for improving future workshops.

location map for
WILLIAM PENN MOTT JR. TRAINING CENTER
837 ASILOMAR BLVD.
PACIFIC GROVE, CALIFORNIA 93950

