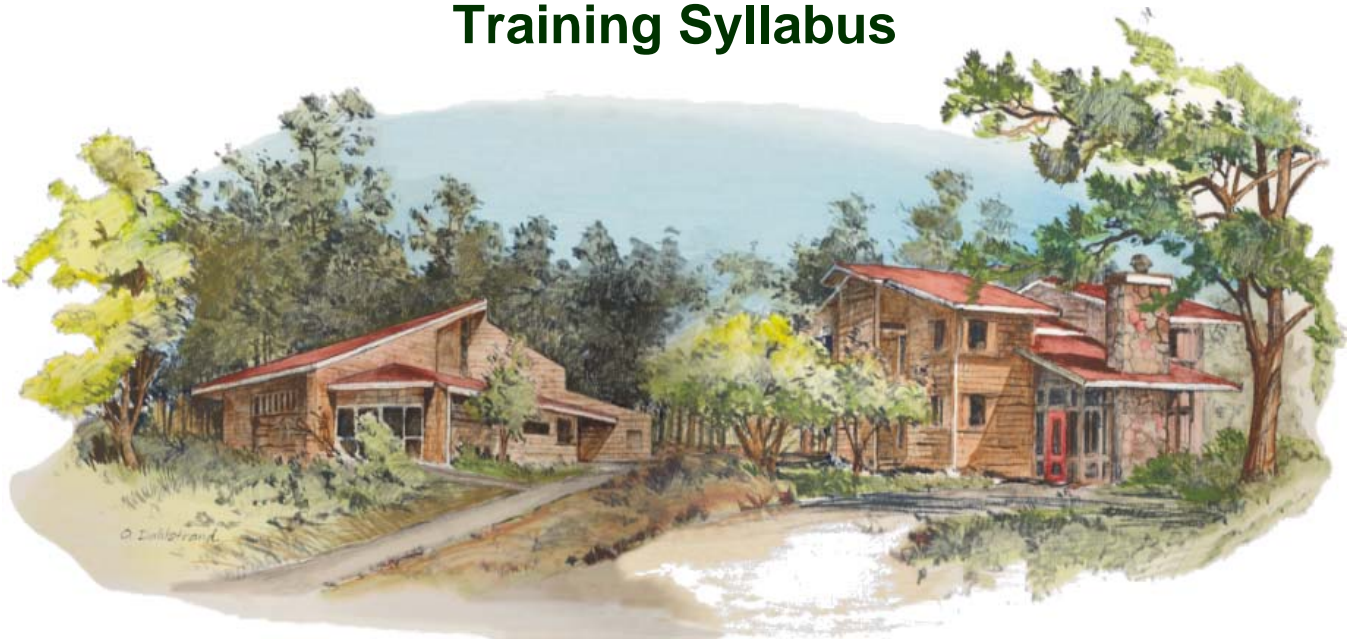


State of California . The Natural Resources Agency . California State Parks

COASTAL REDWOOD ECOLOGY

April 19-21, 2011

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: April 5, 2011
To: Supervisor
From: **Department of Parks and Recreation**
William Penn Mott Jr. Training Center
Subject: Coastal Redwood Ecology Group 2

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.



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.***

TRAINING CENTER STAFF

Tina L. Williams	Department Training Officer
Pat Bost	Office Manager
Chuck Combs	Training Specialist
Sara M. Skinner	Training Specialist
Dave Galanti	Training Specialist
Karyn Lombard	Training Specialist
Matt Cardinet	Acting Academy Coordinator
Dan Kraft.....	Cadet Training Officer
Pamela Yaeger	Assistant Program Coordinator
Edith Alhambra	Assistant Program Coordinator
Rogers Williams.....	Program Assistant

THE MISSION

of the California State Parks and 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). 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 cost of your travel (air fair, 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 11:00 a.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 Redwood Glen Camp and Conference 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. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Quiet hour for lodge living areas is 10:30 p.m.
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 72 hours 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 72 hours notice.

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

6. 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 7:30 a.m. for breakfast, 12:00 noon for lunch, and 5:30 p.m. for dinner. Hot or box lunches may be provided on some days.
7. 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.

8. **ALCOHOLIC BEVERAGES:** Participants shall not possess or consume alcoholic beverages while staying at Redwood Glen Camp and Conference Center.
9. **SMOKING:** Smoking is not permitted anywhere on grounds except the basketball court.
10. **REGISTRATION:** When you arrive at Camp Redwood Glen and Conference Center, go directly to the Gatehouse for your room key.
11. **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.
12. **TRAINING CENTER 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.
13. **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.
14. **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.
15. **VEHICLES:** All vehicles should be parked in the lots adjacent to the lodges.

16. 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.

17. 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.



Redwood Glen

Camp & Conference Center



3100 Bean Creek Road
Scotts Valley, CA 95066
Telephone (831) 461-2000 FAX (831)4612008

Guest Guidelines

Welcome! We are so glad you are here! To assist you in your communication with your group, please remind them of the following items. Thank You!

- There is no smoking on the campground, except at the basketball court.
- No pets are allowed on the campgrounds, except Seeing Eye dogs.
- No alcohol, wine, beer, firearms, weapons, illegal drugs, skateboards or bicycles are allowed on the campground.
- Lodging must be vacated by 10:00am on your departure day. There is a \$10.00 per person late fee.
- All loud noise must cease by 10:30PM and only quiet conversations from 10:30PM – 7:30AM. (Santa Cruz County Noise Ordinance)
- Meals are served promptly at 8:30AM, 12:30PM, and 5:30PM unless other arrangements have been made. (Friday night dinner is at 6:00pm)
- Only reserved conference rooms may be used. Please see your host if you would like additional rooms. (Fees will apply)
- Medical attention and transportation is the responsibility of the group. As stated in your contract, (section 2.8) a member of your group must be a state registered nurse, or a holder of a first aid card. This person must have immediate access to a telephone in case of emergency. Group must also arrange, in advance, transportation to a medical facility. Dominican Hospital in Santa Cruz, 831.457.7057, and Santa Cruz Medical Center in Scotts Valley, 831.458.6330, are the closest medical facilities. Please call 911 immediately in an emergency.
- In the case of a fire or an earthquake please immediately contact your host by walkie-talkie. Also, you are responsible for escorting your group to the pool lawn and accounting for the members of your group. Our camp staff will assess the damage and let you know the status of the grounds.
- Your host will be available on the walkie-talkie for any questions. Please limit calls after 10:30pm to emergencies only.
- Guest Group Representative _____ Date _____
Camp Redwood Glen Representative _____



Northbound Directions to Camp Redwood Glen



From CA Interstate 5,



Merge onto CA-152 W via EXIT 403B toward GILROY / HOLLISTER / SAN JOSE



Turn LEFT onto PACHECO PASS HWY / CA-152



Merge onto US-101 N toward SAN JOSE / WATSONVILLE.



Merge onto I-280 N



Merge onto CA-17 S toward SANTA CRUZ.



Take the SCOTTS VALLEY DR exit toward GRANITE CREEK RD.



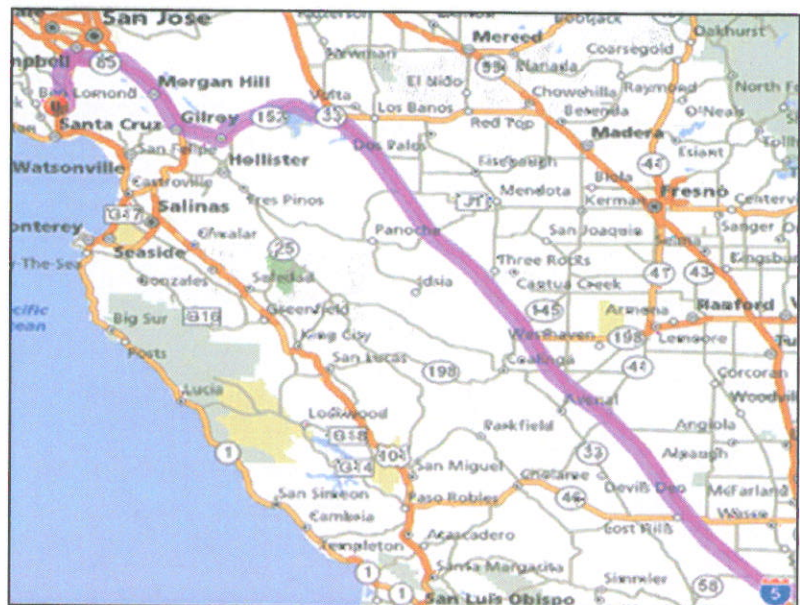
Turn RIGHT onto GLENWOOD DR.



Turn SLIGHT LEFT onto
BEAN CREEK RD.



End At 3100 Bean Creek
Rd, Scotts Valley, CA
95066-2724





Southbound Directions to Camp Redwood Glen



From US-101 South, or I-280 South,



Merge onto CA-85 S via EXIT 398B toward CUPERTINO/SANTA CRUZ.



Merge onto CA-17 S toward SANTA CRUZ.



Take the SCOTTS VALLEY DR exit toward GRANITE CREEK RD.



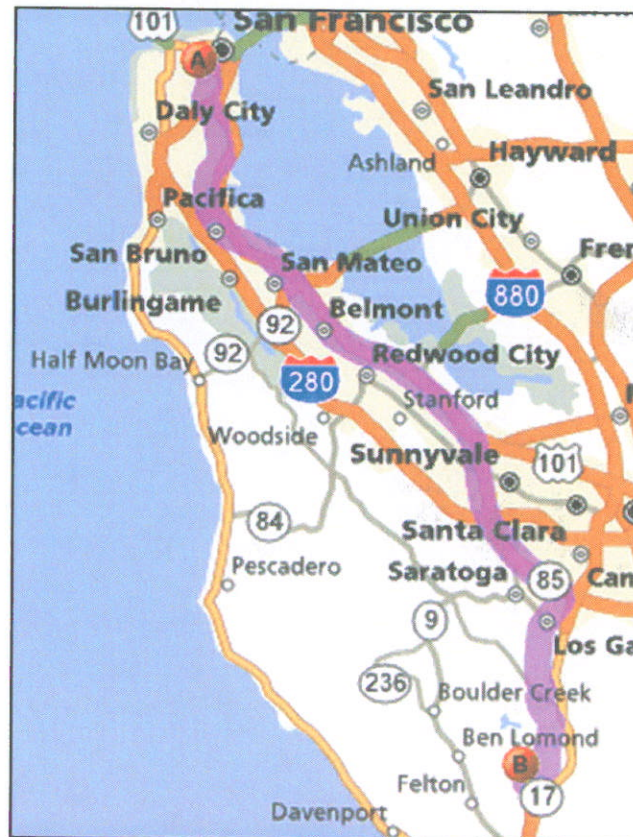
Turn RIGHT onto GLENWOOD DR.



Turn SLIGHT LEFT onto BEAN CREEK RD.



End At 3100 Bean Creek Rd, Scotts Valley, CA 95066-2724





Westbound Directions to Camp Redwood Glen



From I-5 South,



Merge onto CA-152W toward GILROY.



Merge onto US-101 SOUTH via the ramp on the LEFT



Merge onto I-280 N



Merge onto CA-17 N toward SAN JOSE/OAKLAND



Take the GRANITE CREEK ROAD exit toward SCOTTS VALLEY DR.



Turn slight right onto GRANITE CREEK RD.



Turn RIGHT to STAY on GRANITE CREEK RD.



Turn RIGHT onto SCOTTS VALLEY DR.



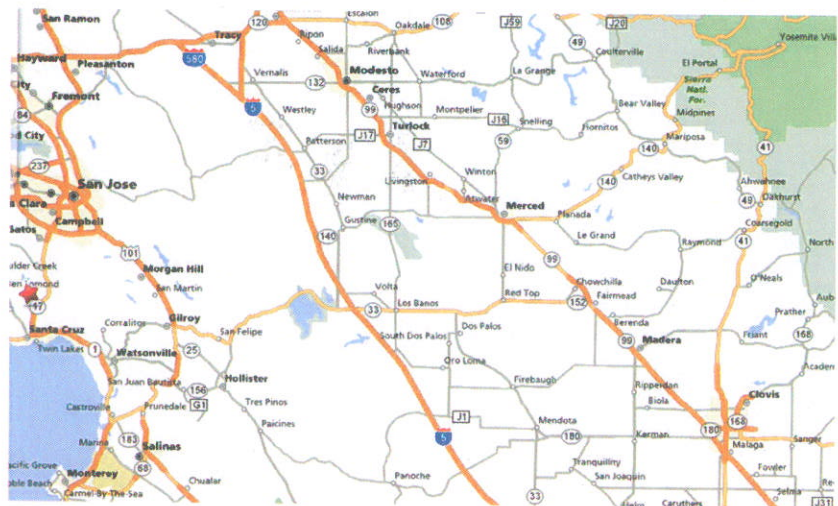
Turn SLIGHT LEFT onto GLENWOOD DR.

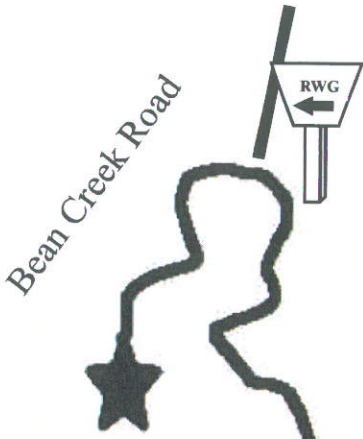


Turn SLIGHT LEFT onto BEAN CREEK RD.



End at 3100 BEAN
CREEK ROAD.

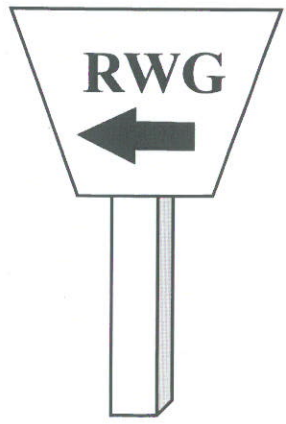




3100 Bean Creek Road
 Scotts Valley, Ca 95066
 831-461-2000

Directions from San Francisco Airport:
 Take 101 South towards San Jose
 Continue onto 85 South towards Cupertino/Santa Cruz
 Take 17 South towards Santa Cruz
 From this point follow the directions below from San Jose

Look for our signs!



Glenwood Drive 1.8 Miles



Scotts Valley Drive

San Jose

Directions from San Jose:

Take Highway 17 (880) towards Santa Cruz,
 Take the Granite Creek Road, Scotts Valley Exit.
 Go straight through the intersection, past the Shell Gas Station (keeping the station on your left). Continue on Glenwood Drive for 2 miles. At Bean Creek Road turn left. Continue for about 1/2 of a mile. Main gate is on the left.

Highway 17

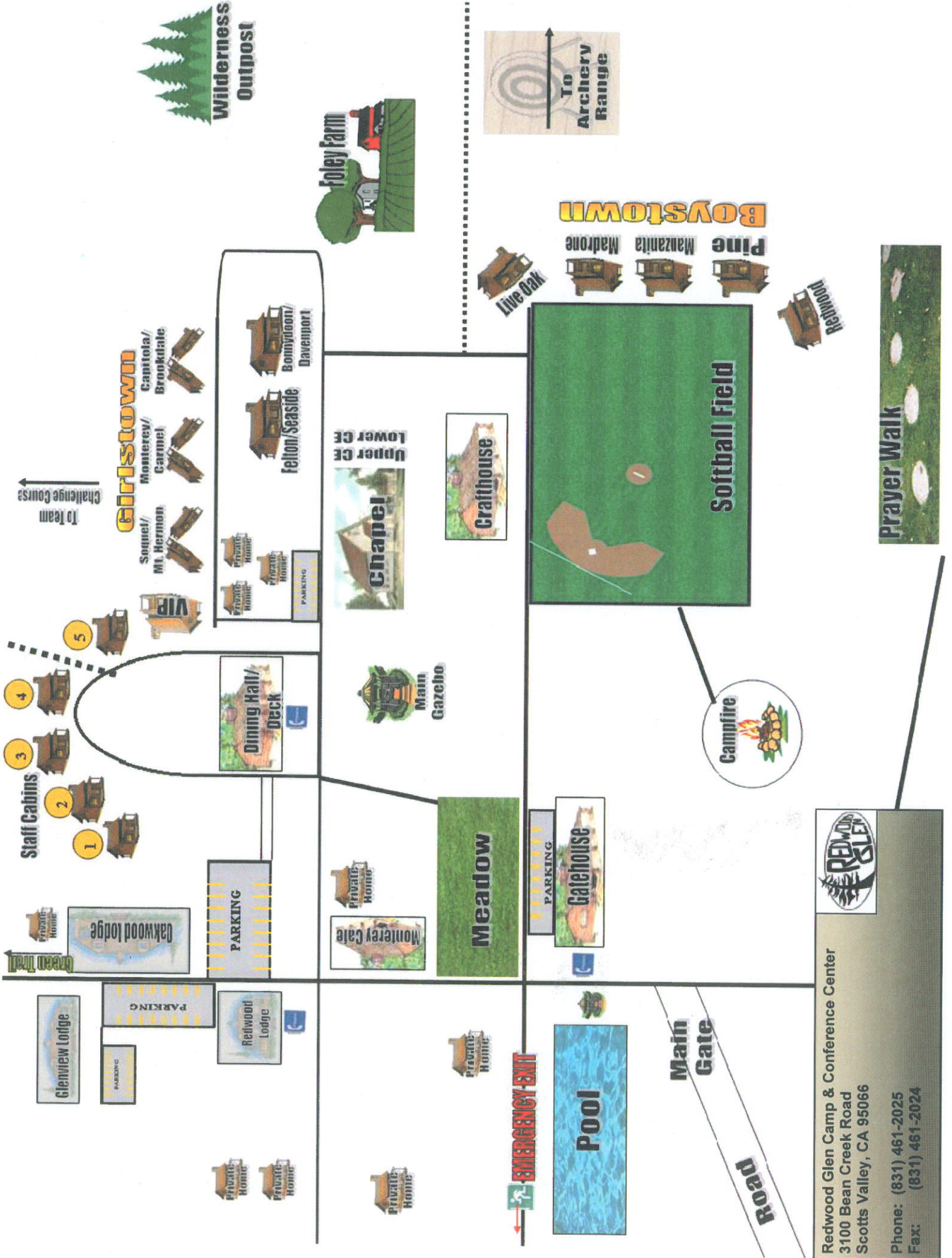
Granite Creek Road /
 Scotts Valley Blvd. Exit


Scotts Valley Drive

Santa Cruz

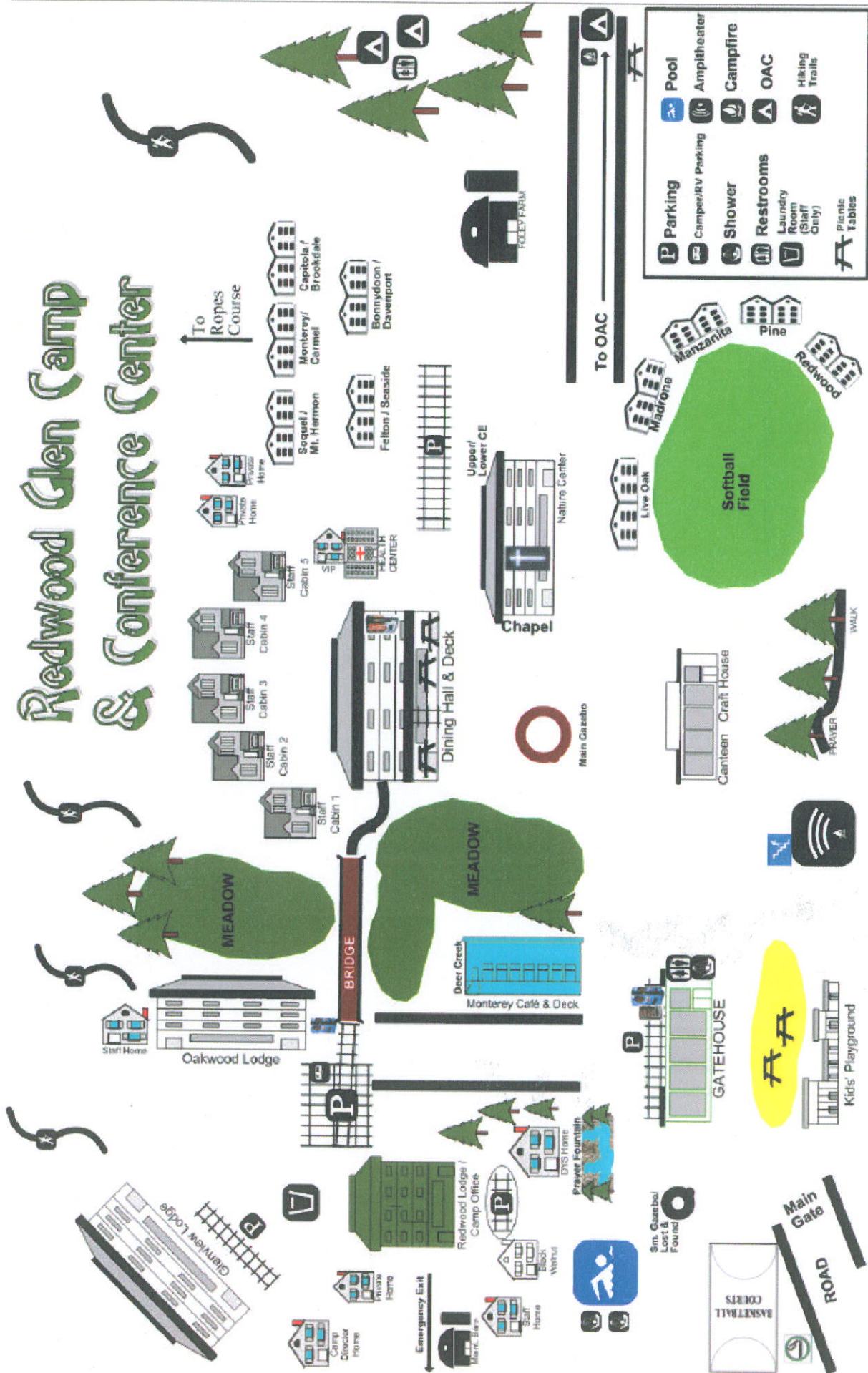
Directions from Santa Cruz:

Take Highway 17 North to Granite Creek Road, Scotts Valley Exit.
 At first light, turn right and go over freeway to next light. Make a wide right turn and get immediately in the left turn lane.
 Turn left at this light, by the Shell Gas Station onto Glenwood Drive. Continue for about two miles then turn left on Bean Creek Road. Continue for about one fourth of a mile. Main gate is on the left.




 Redwood Glen Camp & Conference Center
 3100 Bean Creek Road
 Scotts Valley, CA 95066
 Phone: (831) 461-2025
 Fax: (831) 461-2024

Redwood Glen Camp & Conference Center



Parking	Pool
Camper/RV Parking	Amphitheater
Shower	Campfire
Restrooms	OAC
Laundry Room (Staff Only)	Hiking Trails
Picnic Tables	

To OAC

To OAC

BASKETBALL COURTS

Main Gate

ROAD

GATEHOUSE

P

P



Upper/Lower CE

Nature Center

Dining Hall & Deck

MEADOW

MEADOW

BEER CREEK

Monterey Café & Deck

Prayer Fountain

Redwood Lodge / Camp Office

To Ropes Course

Capitals / Brookdale

Monterey / Carmel

Bonnydoon / Daveport

Felton / Seaside

Soquel / Mt. Hermon

Private Home

Staff Cabin 5

Staff Cabin 4

Staff Cabin 3

Staff Cabin 2

Staff Cabin 1

Oakwood Lodge

Staff Home

Emergency Exit

Camp Director Home

Private Home

Private Home

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PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at Redwood Glen Camp and Conference Center in Scotts Valley, the following list is provided:

- _____ 1. Read and understand the Coastal Redwood Ecology syllabus prior to your arrival at Redwood Glen.

- _____ 2. Arrange your travel through your District/Unit Office.
 - Please note that the training starts at 1300 on Tuesday, April 19, 2011. Please eat lunch prior to arriving for training. Check-in for housing will be after class on Tuesday. There will not be housing available Thursday night at Redwood Glen.

- _____ 3. Complete the following pre-training assignments prior to arrival to training:
 - Review the Post-Training Assignment page in the syllabus with your supervisor.

 - Visit the Redwood Glen Camp and Conference Center website prior to arriving. Please click on each of the following links and review the information: Conferencing Facilities and About Us. The website can be viewed by clicking this link: <http://www.redwoodglen.com/>

 - Read the "Guest Guidelines" included in this syllabus.

 - Bring a list of Coastal Redwood resources you currently use in your interpretive programs. Come prepared to share these resources and any other successful interpretive programs you are currently doing in your district.

 - Bring a camera (digital or film); if you do not own one you may bring a disposable camera with you.

 - Drivers will be needed for driving up to Big Basin Redwoods State Park; please consider bringing a state vehicle that can accommodate more than five people.

PROGRAM ATTENDANCE CHECKLIST

_____ 4. Bring the following with you to training:

- Coastal Redwood Ecology syllabus
- Alarm clock
- Pens and pencils
- Sunscreen
- Clipboard
- Notepad
- Pre-training assignments
- Optional: camera and binoculars
- Coffee cup and/or refillable water bottles

_____ 5. Uniforms are not required for this program. However, when packing your suitcase please consider we represent the Department when in class and during on-site visits:

- We will do some walking outdoors, please bring suitable shoes for hiking and layers of clothing. Be prepared for any type of weather by bringing rain gear and sunglasses, etc.

If you have questions or need assistance, contact Sara M. Skinner, Training Specialist at (831) 649-2961 or sskinner@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 Center in providing a return on the investment the Department has on training.

COASTAL REDWOOD ECOLOGY GROUP 2
April 19-21, 2011

Tuesday

April 19

1500-	REGISTRATION: Check-in at Redwood Glenn Conference Center (see map)	All
1300-1400	Welcome, Program Orientation, Course Expectations, Introduction to Redwood Education Curriculum	Williford/ Hammack
1400-1500	Coastal Redwood Climate Change Interpretive Walk Sharing Interpretive Techniques	Williford
1500-1600	PORTS Demonstration from North Coast Redwoods	Ferreira
1600-1700	Dendrochronology and Redwood Climate Change Current Research Findings	Carroll

Wednesday

April 20

0830-0930	Transportation to Big Basin Redwoods State Park	All
0930-1130	Old Growth Coastal Redwood Ecology Hike	Singer
1130-1230	Fire Ecology in the Redwoods	Hyland
1230-1300	Lunch	
1300-1600	Current Research Findings in Redwood Ecology	Dawson
1600-1700	Transport to Redwood Glen Conference Center	All
1900-2100	Marbled Murrelet Discussion/Sharing (Optional)	Halbert

Thursday

April 21

0800-1130	Cultural History of the Coastal Redwood Region	Lydon
1130-1200	Evaluation and Closing	Hammack/ Williford

COASTAL REDWOOD ECOLOGY

16 HOURS

PROGRAM OUTLINE

<u>PROGRAM ADMINISTRATION</u>	1.5
Welcome, Program Orientation, Course Expectations	
Introduction to Redwood Education Curriculum	
Conclusion and Wrap-up.....	
<u>FIELD STUDIES</u>	7.0
Old Growth Coastal Redwood Ecology Hike	
Current Research Findings in Redwood Ecology	
<u>FLORA, FAUNA, CULTURE, GEOLOGY, AND GEOGRAPHY</u>	5.5
Dedrochronology and Redwood Climate Change Current Research	
Findings.....	
Fire Ecology in the Redwoods.....	
Cultural History of the Coastal Redwood Region	
<u>INTERPRETATION AND PHILOSOPHY</u>	2.0
Coastal Redwood Climate Change Interpretive Walk Sharing Interpretive ..	
Techniques.....	
PORTS Demonstration from North Coast Redwoods.....	
TOTAL HOURS	16

COASTAL REDWOOD ECOLOGY

OVERALL COURSE OBJECTIVES

Purpose: To provide participants with current research findings in coastal redwood ecology for use in their interpretive programs and to network and share redwood ecology resources, interpretive techniques, and issues pertaining to the management of coastal redwoods. To identify the science and cultural history of the coastal redwood region.

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

1. Possess a renewed set of skills, knowledge and ideas for developing and implementing coastal redwood interpretive programs, materials, resources, exhibits and displays.
2. Develop a list of resources for the latest findings in redwood ecology research.
3. Interpret the story of the inception of the redwood preservation movement.
4. Present a redwood ecology presentation utilizing information learned in class.

COASTAL REDWOOD CLIMATE CHANGE WALK

Purpose: To role model a redwood interpretive walk focusing on issues of climate change via the ghost of redwood past, present, and future.

Program Objectives: By the close of the session the participant will

1. Describe how climate change has impacted the coast redwood forest.
2. List ways individuals can be empowered to make a difference.
3. Participate in a discussion sharing interpretive techniques for this guided walk.

Parks Online Resources for Teachers and Students (PORTS)

Purpose: To demonstrate how California State Parks' PORTS program is using the redwood forest ecosystem as a vehicle to teach K-12 content standards.

Program Objectives: By the close of the session the participant will

1. Describe three components of the state contents standards for science in 4th and 6th grade that apply to redwood interpretive programs.
2. Describe two interpretive techniques used during a PORTS program, and discuss how the same techniques can be used.
3. Discuss the importance of teaching redwood ecology to K-12 students across California.

DENDROCHRONOLOGY AND CLIMATE CHANGE RESEARCH FINDINGS

Purpose: To give participants an understanding of the science of dendrochronology/the study of tree rings.

Program Objectives: By the close of the session the participant will

1. List three challenges presented by coast redwoods for tree ring studies and how scientists are working to overcome these difficulties.
2. Describe how dendrochronology studies can provide insight on climate change.

OLD GROWTH COASTAL REDWOOD ECOLOGY HIKE

Purpose: To describe and show the distinctive characteristics of an old-growth redwood forest and discuss the interrelationships between a redwood tree and its physical and biological environments.

Possible Theme (if this were an interpretive walk): Just as “it takes a village to raise a child”, it takes a forest to grow a redwood tree.

Program Objectives: By the close of the session the participant will

1. Describe how old-growth redwood forests differ from second-growth redwood forests.
2. Explain what is meant by “hidden biodiversity” of old-growth redwood forests and give an example.
3. List three ways in which a redwood forest ecosystem promotes the growth and persistence of redwood trees.

FIRE ECOLOGY IN THE REDWOODS

Purpose: To provide participants with an understanding of the role of fire in the evolution, structure, composition, and distribution of coastal redwood forests.

Program Objectives: By the close of the session the participant will

1. Describe the prehistoric fire regime of coast redwoods in terms of interval, severity, and intensity.
2. Describe coast redwood adaptations to fire.
3. Discuss the impacts of fire suppression and prescribed fire on this ecosystem.

CURRENT RESEARCH FINDINGS IN REDWOOD ECOLOGY

Purpose: To give participants information on the latest research findings pertaining to the coast redwood ecosystem.

Program Objectives: By the close of the session the participant will

1. List and discuss recent research findings and their importance to understanding redwood ecology.
2. Utilize these research findings to present current coastal redwood interpretive programs.

CULTURAL HISTORY OF THE COASTAL REDWOOD REGION

Purpose: To give participants a cultural history perspective of the coast redwood region emphasizing the importance of interpretation in revealing the fingerprints of humankind as it relates to the coast redwoods.

Program Objectives: By the close of the session the participant will

1. Explain the utilization and conservation of the coast redwood.
2. Interpret for the public the resilience of the coast redwoods and the conscious decision of our predecessors to let them grow.