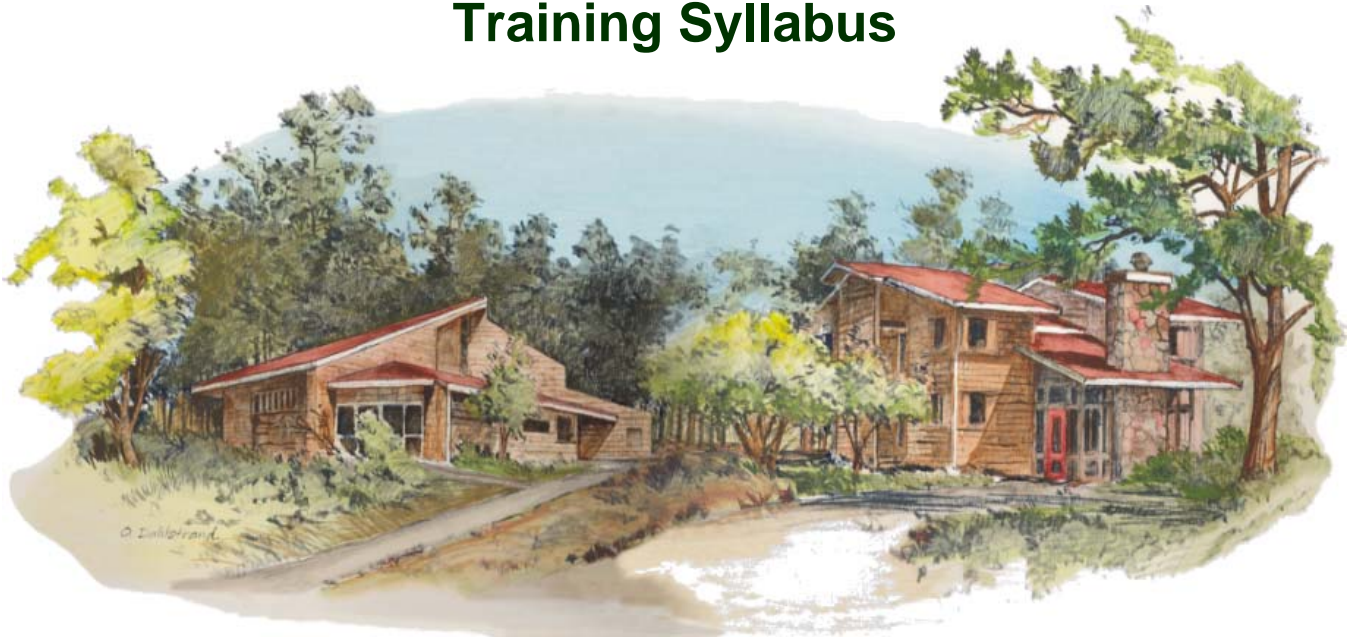


State of California . The Natural Resources Agency . California State Parks

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

September 13-16, 2010

## Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

Date: August 11, 2010

To: Supervisor

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

Subject: Parks Online Resources for Teachers and Students (PORTS) Interpretation Training 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 productivity  
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 ..... Cadet Training Officer  
Dan Kraft..... Cadet Training Officer  
Pamela Yaeger ..... Assistant Program Coordinator  
Bill Spencer..... Assistant Program Coordinator  
Edith Alhambra ..... Assistant Program Coordinator  
Eric Marks..... Program Assistant

## THE MISSION

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



## FORMAL TRAINING GUIDELINES

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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). 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 Mott Training Center does not have the capability to provide transportation to/from Monterey Airport.
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. Please advise the Training Specialist no later than one week before your scheduled arrival if you plan to live off-grounds. No animals are permitted in Asilomar housing. In the event of an emergency, staff must know your room assignment, therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless registered beforehand at the front desk in Asilomar's Administration Building. Quiet hour for lodge living areas is 10:00 p.m.

**HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact the Mott 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 Mott Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.**

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

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

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

7. 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 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.
8. 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.
9. 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.
10. 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.
11. SMOKING: Smoking is not permitted in the Mott Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
12. 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.
13. 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.

14. **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.
15. **TRAINING SECTION STAFF:** A Mott 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 Mott 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.
16. **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.
17. **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.
18. **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.
19. **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.**

20. 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.
21. 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.
22. 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
23. 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.
24. FAX: The Mott Training Center's FAX number is (831) 649-2824.
25. 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 Department of Parks and Recreations training group. **Please Note: There are no longer pay telephones outside of the Mott Training Center. There are pay telephones located at the Asilomar Administration Building.**
26. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments. An iron is available for 24-hour checkout from the Mott Training Center front desk.
27. 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.
28. 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.
29. COFFEE BREAK REFRESHMENTS: Will be available throughout each session. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.



## **PROGRAM ATTENDANCE CHECKLIST**

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

- \_\_\_\_\_1. Arrange travel through your District Office.
- \_\_\_\_\_2. Remember to bring the following with you to training:
  - Program syllabus.
  - Proper field uniform (Review DOM 2300 and Formal Training Guideline #7).
  - Reusable water bottle, coffee cup, pencils, pens, and alarm clock.

If you have any questions or need assistance, contact Program Coordinator Joe von Herrmann at (916) 947-8073, or [jvonh@parks.ca.gov](mailto:jvonh@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.

**PARKS ONLINE RESOURCES FOR TEACHERS AND STUDENTS (PORTS)**  
**INTERPRETATION TRAINING GROUP 2**  
**September 13-16, 2010**

**Monday**  
**September 13**

1500- Registration: (*Check-in at the Asilomar Administration Building*) All

**Tuesday**  
**September 14**

0800-0830 Introduction to Mott Training Center and MPC Registration Skinner  
 0830-0900 Welcome and Overview of PORTS Training Krey/McCummins/  
 Stolfi  
 0900-1000 PORTS: The Big Picture von Herrmann/  
 Pozzi  
 1000-1100 Roles and Responsibilities Krey/McCummins/  
 Stolfi  
 1100-1200 Videoconference No. 1: USS Arizona Memorial Heintz  
 1200-1300 Lunch  
 1300-1400 Videoconference No. 2: Badlands National Park NPS  
 1400-1700 Acting/Body Language/Chroma Key Skills TBA

**Wednesday**  
**September 15**

0800-0915 Navigating PORTS Scheduling: Overview Krey/McCummins/  
 Stolfi  
 0915-1000 Videoconference No. 3: San Francisco Giants TBA  
 1000-1100 Partnerships and PORTS Shuck/Lawrence/  
 Finnell  
 1100-1200 Videoconference No. 4: Amon Carter Museum Strickland  
 1200-1300 Lunch  
 1300-1400 Interpreting Using Technology: Tips and Techniques Langer/Ferreira  
 1400-1530 Making Your Program Relevant Stolfi  
 1530-1700 Navigating PORTS Scheduling: Practicum Krey/McCummins/  
 Stolfi

**Thursday**  
**September 16**

0800-0930 Videoconference No. 5: Indianapolis Zoo Young  
 0930-1030 PORTS in the Distance Learning Community Krey/McCummins/  
 Stolfi  
 1030-1140 Questioning Techniques Green  
 1140-1200 Wrap-up and Evaluation All/Staff  
 1200- Lunch and Departure

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

**20 HOURS**

**PROGRAM OUTLINE**

<b><u>PROGRAM ADMINISTRATION</u></b> .....	<b>3.0</b>
Introduction to Mott Training Center .....	
Welcome and Overview of PORTS Training .....	
PORTS: The Big Picture .....	
Roles and Responsibilities .....	
<b><u>PARTNERSHIPS</u></b> .....	<b>1.0</b>
<b><u>INTERPRETIVE TRAINING</u></b> .....	<b>11.0</b>
Acting Body Language .....	
Videoconferences .....	
Interpreting Using Technology: Tips and Techniques .....	
Questioning Techniques.....	
PORTS in the Distance Learning Community .....	
<b><u>PROGRAM PLANNING</u></b> .....	<b>4.5</b>
Navigating PORTS Scheduling and Logistics .....	
Making Your Programs Relevant .....	
<b><u>EVALUATION</u></b> .....	<b><u>0.5</u></b>
<b>TOTAL HOURS</b> .....	<b>20.0</b>

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

### **OVERALL COURSE OBJECTIVES**

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

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

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

### **INTRODUCTION TO MOTT TRAINING CENTER**

**Purpose:** Present information about the Mott Training Center.

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

1. Complete the Monterey Peninsula College registration materials.
2. Adhere to all Training Center Guidelines.

### **WELCOME AND OVERVIEW OF THE PORTS TRAINING**

**Purpose:** Participants will meet one another and program facilitators. The group will share expectations for the training program.

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

1. Share expectations with group members.
2. Review program content, procedures, and evaluation processes.
3. Share status of PORTS site with group members.

## PORTS: THE BIG PICTURE

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

## ROLES AND RESPONSIBILITIES

Purpose: To give participants an understanding of the organizational structure of PORTS.

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

1. Explain the responsibilities of field, district, and Interpretation and Education staff involved in PORTS.
2. Identify key components of District Agreements.
3. Identify which PORTS team member to contact for various needs.

## VIDEOCONFERENCE SESSIONS

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

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

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

## ACTING BODY LANGUAGE AND INSTRUCTIONAL VIDEOCONFERENCE 2

Purpose: Participants will interact with a professional from the field of television and distance learning to gain a better understanding of how body language, facial expressions, and voice inflection can enhance their videoconference program.

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

1. Identify three important methods of non-verbal communication to use in their own program.
2. Employ one method of non-verbal communication during a practical exercise.
3. Identify non-verbal traits that are detrimental to an effective program.

### NAVIGATING PORTS SCHEDULING AND LOGISTICS

Purpose: To inform participants about the current scheduling system and logistics.

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

1. Describe the various scheduling fields and their purpose on the calendar.
2. Demonstrate successful use of the scheduling system.
3. Compare scheduling techniques.

### PARTNERSHIPS AND PORTS

Purpose: Participants will familiarize themselves with our multiple partners and their role in the educational community and the PORTS program.

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

1. Identify key partners in the PORTS program.
2. Explain the relationships between the partners and PORTS.
3. List various videoconferencing resources in education.

### INTERPRETING USING TECHNOLOGY: TIPS AND TECHNIQUES

Purpose: To provide participants with a forum to discuss how to successfully incorporate various forms of media and technology into videoconference programs.

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

1. Identify media and technology currently being used in PORTS programs.
2. Practice using various types of media and technology in videoconference programs.
3. Discuss appropriate use of technology.

## MAKING YOUR PROGRAM RELEVANT

Purpose: To provide participants with a forum to discuss ways of incorporating the California Academic Content Standards into PORTS programs.

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

1. Identify the learning styles for the different age groups.
2. Identify all academic standards relevant to their program topic by grade.
3. Practice adapting programs to different grade levels/audiences and their appropriate content standards.

## PORTS IN THE DISTANCE LEARNING COMMUNITY

Purpose: To provide the participants a forum to compare the videoconference programs provided by the four experienced content providers and discuss ideas and techniques learned that can be incorporated into PORTS programs.

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

1. Explain how PORTS fits into the broader distance learning community.
2. Employ one new technique or idea in their PORTS program.
3. Discuss the differences in program delivery and their effectiveness in engaging the audience.

## QUESTIONING TECHNIQUES

Purpose: To provide participants with a familiarity of interpretive questioning techniques.

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

1. Explain the different questioning methods.
2. Employ one questioning technique during a practical exercise.



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

