

Skills for Interpreting to Children

January 8-12, 2007

Training Syllabus



William Penn Mott Jr. Training Center



State of California

Memorandum

Date: December 15, 2006

To: Supervisor

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

Subject: Employee Attendance at Formal Training
Skills for Interpreting Children to Children K-6

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.



Michael D. Green
Acting Department Training Officer

Attachment
cc: Participant

TABLE OF CONTENTS

Marconi Guidelines.....	1
Program Attendance Checklist.....	7
Post-Training Assignment	8
Agenda.....	9
Program Outline	10
Program Objectives.....	11

Mission Statement Training Office

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

MOTT TRAINING CENTER STAFF

Michael Green.....Acting Department Training Officer
Joanne Danielson Academy Coordinator
Chuck Combs.....Training Specialist
Dave GalantiTraining Specialist
Sara SkinnerTraining Specialist
Michelle Gardner..... Cadet Training Officer
Connie Breakfield..... Cadet Training Officer
Pat Bost Assistant Program Coordinator
Pamela Yaeger Assistant Program Coordinator
Bill Spencer Assistant Program Coordinator
Edith Alhambra..... Assistant Program Coordinator
Summer Kincaid..... Assistant Program Coordinator
Brian PetersenProgram Assistant

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 Training Center. The Department strives to enhance your learning and job performance with formal training of the highest quality. This fact demonstrates the commitment your Department has made to you in your service 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 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:** 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.
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 10:00 a.m. on the date of

departure. The Department provides your room and board expenses at the Marconi 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 Department Training Officer no later than one week before your scheduled arrival if you plan to live off-grounds. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless registered beforehand at the front desk in the Marconi Conference Center Administration Building.

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. The 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 from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:00 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 Marconi Conference Center no later than one week before your scheduled arrival.
6. CLOTHING: Field uniforms will be worn daily by all uniformed employees during formal training sessions unless specified in the Program Attendance Checklist. Non-uniformed employees should wear apparel normally worn on the job. Appropriate attire includes apparel suitable for casual 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.

7. 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.
8. TRAINING OFFICE STAFF: Sara Skinner is your Training Specialist and has been assigned the responsibility for your training group. You may be asked to assist Training Staff in the logistics of your training program, please work with Training Staff to help make your training experience pleasant and meaningful.

9. 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.
10. TRAINING MATERIALS: May be made available to you at both your unit and at the Marconi Conference 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. Please bring your own pens and pencils.
11. 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.
12. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (415) 663-9020.
13. COLLEGE CREDIT: Most Training Office 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.
14. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.

◆ **Marconi Conference Center**
 ◆ **PLANNING INFORMATION**

To make your visit as comfortable and satisfying as possible, please take a few moments to read the following.

◆ **CHECK-IN/CHECK-OUT**

Please check in at the Front Desk. Follow the signs for Check-in.

Check-in: 3 p.m. to 11 p.m.
 Check-out: 7 a.m. to 10 a.m.
 (Bring your key)

Late check-out (after 10 a.m.) will incur an additional day's charge.

◆ **DINING**

Meals are served in Redwood Dining Hall.

Breakfast buffet: 7 a.m. to 9 a.m.
 Lunch buffet: 11:30 a.m. to 1:30 p.m.
 Full service dinner: 6 p.m. to 8 p.m.

◆ **LODGING**

You may wish to bring: shampoo, flashlight, comfortable shoes for hilly trails. Please note cooking and other appliances, candles and incense are not allowed, and food should not be kept in your room as it attracts insects.

◆ **PARKING**

Please park in designated parking spaces only and observe the law regarding spaces for the handicapped. Campers, recreational vehicles and motor homes are not permitted.

◆ **DRIVING**

Please drive slowly and carefully, yielding to pedestrians, bicyclists and animals. The speed limit is 15 mph, and all signs and barriers must be observed.

◆ **GAS STATIONS**

The closest gas station is located in Point Reyes Station, 15 minutes to the south.

◆ **TELEPHONES**

Your guestroom has a private telephone number which you can give callers after you check in, as well as a port for your modem. All outbound telephone and modem calls require a toll-free 800 number. Bring your calling card for phone calls; check with your ISP for 800-number access. Most cellular phones DO NOT work at Marconi Conference Center.

◆ **MESSAGES, FAXES, MAIL**

If your callers would like to leave a message, give them this number:

Front Desk Telephone: (415) 663-9020

You may also want to give them your lodging building, room number and name of conference, to expedite receiving emergency messages.

We post messages for guests on the message board. We'll also post a notice if you receive mail or a package. *Emergency messages will be delivered.*

If you wish to receive a fax, use this number:

Front Desk Fax: (415) 663-1731

We will post a notice on the message board when your fax arrives and collect the service charge when you pick it up.

If you wish to receive mail, use this address:

(your name), (conference name)
 c/o Marconi Conference Center
 P.O. Box 789, 18500 State Route 1
 Marshall, CA 94940

We will post a notice on the message board and hold your mail at the Front Desk.

no charge. Our commissary sells snacks, cold drinks, personal hygiene items, flashlights/batteries, writing supplies, stamps. We have a selection of Marconi souvenirs such as shirts, hats, mugs and other items that make wonderful remembrances of your stay with us. Our Front Desk staff can also help you with local information.

◆ **BUSINESS CENTER**

The Business Center is located in the Pelican Building lounge and is open 7 am to 11 pm. For your convenience, we are pleased to provide **free of charge**, the following services:

- ◆ Internet / E-mail
- ◆ Computer with MS Office
- ◆ LaserJet Printer
- ◆ Photocopier

◆ **WALKING & EXPLORING**

Marconi Conference Center is a unit of the California State Park system and all natural elements such as branches, pine cones, mushrooms and flowers are protected by state law and may not be removed. Camping and

campfires are not permitted. We suggest walking on designated footpaths to avoid poison oak. The pine needles can be slippery—please use caution. We recommend flashlights at night.

◆ **SMOKING**

State law prohibits smoking in or within 50 feet of Marconi Conference Center buildings. Ashtrays are located at entrances, on decks and on patios. Smoke only in paved areas and please use extreme caution when smoking on the property.

◆ **PETS**

With the exception of guide dogs for the handicapped, *pets are not permitted* in Marconi

Conference Center buildings and cannot remain on the property overnight. Dogs must be on a leash at all times.

◆ **ENJOY!**

We hope that between highly productive meetings you'll have some time to appreciate the rich human and natural history that surrounds us here. Please let us know if there is anything we can do to enhance your stay.



Marconi Conference Center's guestrooms overlook Tomales Bay

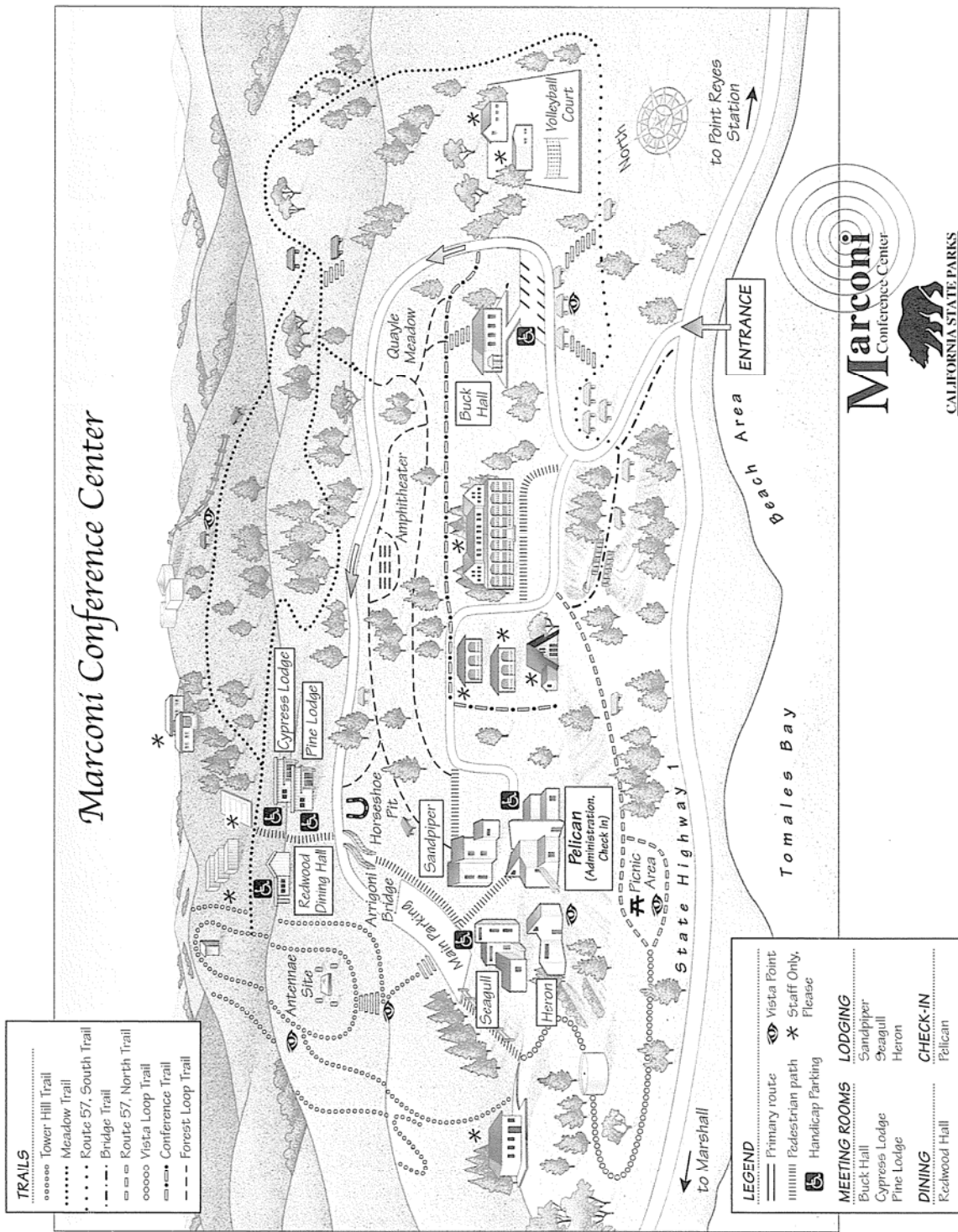
◆ **EMERGENCIES**

Between 11 p.m. and 7 a.m., the recorded message on (415) 663-9020 tells callers how to contact a guest or Marconi staff member in an emergency.

◆ **GUEST SERVICES**

In the front desk area we have games, reading material and a VCR with a selection of movie videos; volleyball, badminton and horseshoe equipment; ice, irons and ironing boards, all at

Marconi Conference Center



TRAILS	
.....	Tower Hill Trail
.....	Meadow Trail
.....	Route 57, South Trail
.....	Bridge Trail
.....	Route 57, North Trail
.....	Vista Loop Trail
.....	Conference Trail
.....	Forest Loop Trail

LEGEND	
.....	Vista Point
.....	Primary route
.....	Pedestrian path
.....	Handicap Parking
.....	Staff Only, Please
MEETING ROOMS	
.....	Buck Hall
.....	Cypress Lodge
.....	Fine Lodge
.....	Heron
.....	Seagull
.....	Sandpiper
DINING	
.....	Redwood Hall
CHECK-IN	
.....	Pelican



◆ **Marconi Conference Center**
 ◆ **GETTING TO MARCONI**
(415) 663-9020



◆ **FROM SANTA ROSA**

Highway 101 South to Petaluma. Exit at East Washington Street. Turn right (west) on Washington Street, continue about 1.5 miles. Washington Street becomes Bodega Avenue. Continue on Bodega Avenue for about 7 miles. At Coast Guard sign, turn left (west) on Petaluma/Tomales Road. Continue on Petaluma/Tomales Road for about 7 miles to Highway 1 (Shoreline Highway). Turn left (south) on Highway 1, continue about 7-1/2 miles through Marshall until you see Marconi on the left.

◆ **FROM SACRAMENTO**

Take Interstate 80 West. Just before Vallejo, take Highway 37 west toward San Rafael. Continue west on Highway 37 over Highway 101 (stay to the right). Take South Novato Boulevard exit. Continue north on Novato Boulevard for about 8-1/2 miles through Novato. When Novato Boulevard ends turn right, continue about 1000 feet. Turn left (west) on Hicks Valley Road (sign indicates "To Marshall"). Continue on Hicks Valley/Wilson Hill Road about 2-1/2 miles until it ends. Turn left (south/west) on Marshall Petaluma Road. Continue for about 11 miles until it ends at Highway 1 (Shoreline Highway). Turn left on Highway 1 and continue about 1 mile to Marconi on the left.

◆ **FROM OAKLAND/EAST BAY:**

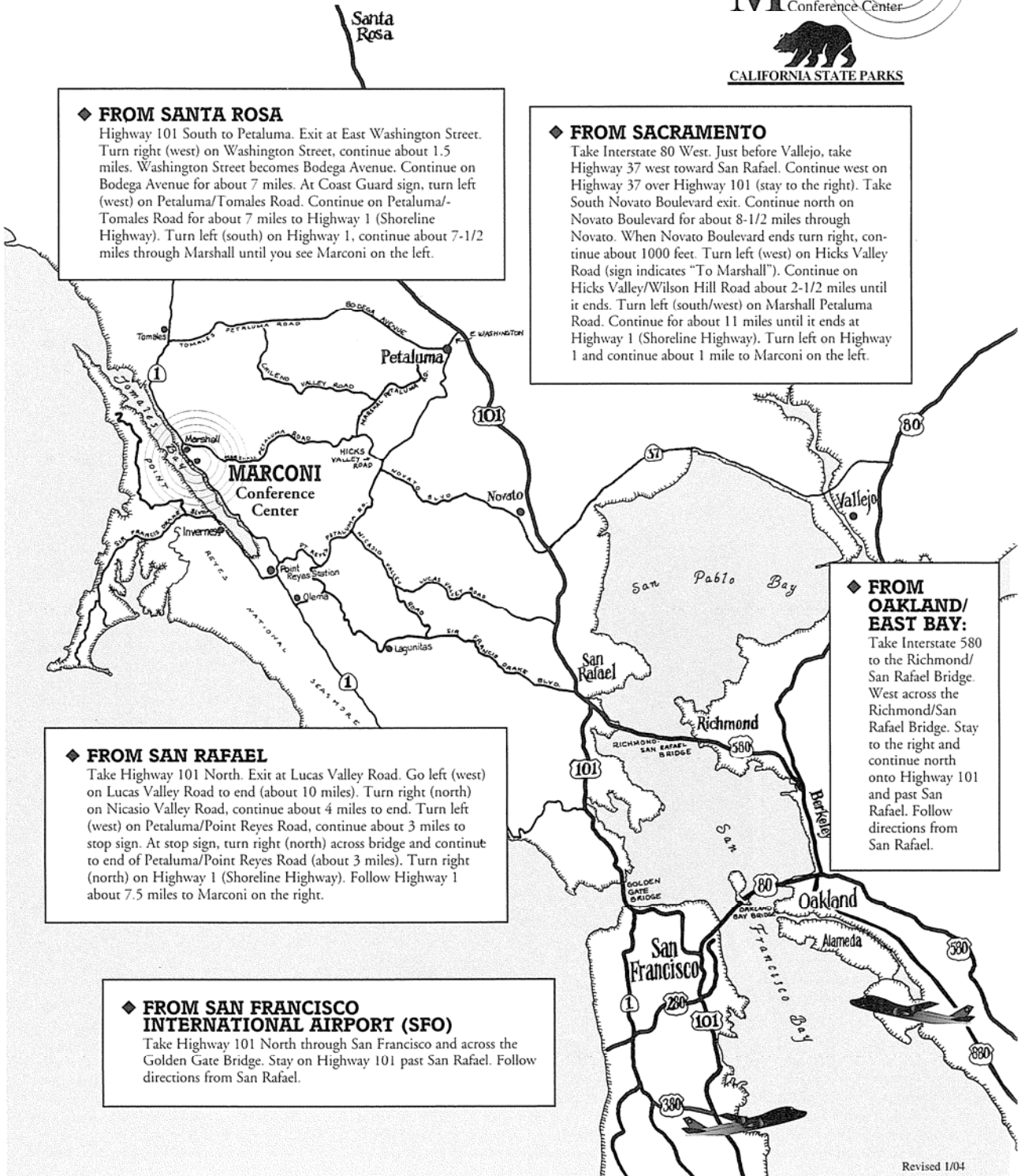
Take Interstate 580 to the Richmond/San Rafael Bridge. West across the Richmond/San Rafael Bridge. Stay to the right and continue north onto Highway 101 and past San Rafael. Follow directions from San Rafael.

◆ **FROM SAN RAFAEL**

Take Highway 101 North. Exit at Lucas Valley Road. Go left (west) on Lucas Valley Road to end (about 10 miles). Turn right (north) on Nicasio Valley Road, continue about 4 miles to end. Turn left (west) on Petaluma/Point Reyes Road, continue about 3 miles to stop sign. At stop sign, turn right (north) across bridge and continue to end of Petaluma/Point Reyes Road (about 3 miles). Turn right (north) on Highway 1 (Shoreline Highway). Follow Highway 1 about 7.5 miles to Marconi on the right.

◆ **FROM SAN FRANCISCO INTERNATIONAL AIRPORT (SFO)**

Take Highway 101 North through San Francisco and across the Golden Gate Bridge. Stay on Highway 101 past San Rafael. Follow directions from San Rafael.



Revised 1/04

PROGRAM ATTENDANCE CHECKLIST

To assist you in preparation for formal training at the Marconi Conference Center, the following list is provided:

1. Personal Background Survey: Your survey and any additional information will be e-mailed to you shortly. Upon receipt please complete survey and e-mail by December 29, 2006 to Samantha Toffoli at stoff@parks.ca.gov.
2. Read and understand the Skills for Interpreting to Children syllabus prior to your arrival at the Marconi Conference Center.
3. Arrange your travel through your District/Unit Office.
4. Please remember that cell reception is poor at Marconi. There is a payphone which takes prepaid phone cards that use a 1-800 prefix or coins. If you have a phone in your room you can also use a prepaid calling card.
5. Remember to bring the following with you to training:
 - Skills for Interpreting to Children syllabus
 - Alarm clock
 - Pens and pencils
 - A tote bag or day-pack to carry materials on the field trips
 - Optional: camera and binoculars
6. Uniforms are not required for this course. However, when packing your suitcase please consider we represent the Department when in class and during on-site visits:
 - We will do some hiking outdoors (easy to moderate pace) and a lot of walking both in and outdoors.
 - We will be taking trips by vehicle. The time it takes to get to our destination will range from 20 minutes to one hour.
 - The weather in January has the potential for sun, wind, fog, torrential downpour – or any combination thereof.

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). Once you login to the ETMS, you will need to fill out the evaluation form before you will be able to do anything else.

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.

SKILLS FOR INTERPRETING TO CHILDREN K-6
January 8-12, 2007

Monday

January 8

1500- REGISTRATION: *Check in at the Marconi Conference Administration Building* All

Tuesday

January 9

0800-0900 Introductions and Overview/Interpretive Bingo Toffoli/Skinner
 0900-1030 Learning Styles Kaplan
 1030-1200 Inclusive Programming Fonfa
 1200-1300 Lunch
 1300-1330 Travel to Petaluma Adobe
 1330-1630 Environmental Living Program (ELP) Orientation Shoaf/Skinner
 1630-1700 Return to Marconi
 1800-1900 Dinner

Wednesday

January 10

0800-0830 Travel to Walker Creek All
 0830-1130 Walker Creek – Marin County Outdoor Schools Grant/Jones
 1130-1200 Return to Marconi All
 1200-1300 Lunch
 1300-1700 Parks Online Resources for Teachers and Students von Herrmann
 (PORTS)
 1800-1900 Dinner
 1900-2030 Optional Evening Program: Welcome to Marin Organic! Toffoli

Thursday

January 11

0800-0930 Travel to Discovery Museum and Bay Model All
 0930-1200 Bay Area Discovery Museum All
 1200-1300 Lunch in Sausalito
 1300-1600 San Francisco Bay Model Visitor Center Gallagher/Staff
 1600-1700 Return to Marconi
 1800-1900 Dinner

Friday

January 12

0800-1000 Education and Curriculum Development in Museums Brashares
 1000-1100 Putting it All Together...The Week in Review All
 1100-1200 Course Wrap-Up and Evaluation All
 1200- Lunch and Departure All

SKILLS FOR INTERPRETING TO CHILDREN K-6

PROGRAM OUTLINE

28 HOURS

<u>ORIENTATION AND COURSE INTRODUCTION</u>	1.0
Orientation and Course Overview	
<u>LEARNING STYLES AND INCLUSIVE PROGRAMMING</u>	3.0
Learning Modalities	
Program Planning	
Inclusive Recreational Opportunities	

INTERPRETIVE THEORY AND PRACTICE:

<u>ENVIRONMENTAL LIVING PROGRAM AND OUTDOOR SCHOOL</u>	8.0
Field Trips to Petaluma Adobe State Historic Park and Walker Creek Ranch.....	
Pre and Post Site Materials and Activities	
Hands-On Techniques and Activities	
Curriculum-based Interpretation	
Cultural and Natural Resource Interpretation	
Thematic Instruction	

<u>PARKS ONLINE RESOURCES FOR TEACHERS AND STUDENTS</u>	4.0
Using Technology to the Full Advantage	
Partnerships with School Districts and Individual Teachers	

<u>SELF-GUIDED PROGRAMS AND STEWARDSHIP</u>	4.0
Field Trip to Bay Area Discovery Museum	
Self-Guided Programs	
Natural Resource Stewardship	
Working with Group Size and Management	

<u>TEACHER TRAINING AND PRE-SITE VISITS</u>	4.0
Field Trip to the Bay Model Visitor Center	
Teacher and Parent Orientation	
Site and Information Packets	

<u>EDUCATION AND CURRICULUM DEVELOPMENT IN MUSEUMS</u>	2.0
Educational Program Development in a Museum Setting	
Academic Content Standards	

<u>WORKSHOP SUMMARY AND EVALUATION</u>	2.0
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Total Hours..... 28.0

SKILLS FOR INTERPRETING TO CHILDREN K-6

PROGRAM ORIENTATION

Purpose: The course content and logistics of the Conference Center will be reviewed. Formal registration materials for Monterey Peninsula College will be completed.

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

1. Be formally registered through Monterey Peninsula College.
2. Review course content, procedure, grading and evaluation process.
3. Adhere to all Conference Center Guidelines.

LEARNING STYLES AND INCLUSIVE PROGRAMMING

Purpose: To review and learn new techniques that engage learners in a variety of experiences and activities to reach multiple learning styles. To review and learn new techniques and content which are inclusive, and to recognize and appreciate how culture and cultural contexts affect the education of all students.

Program Objectives: By close of the training session participants will

1. Demonstrate knowledge of the sequence of learning.
2. Acknowledge context and multiple points of view.
3. Define ways to create and use curricula and teaching methods that allow students with differing learning styles to participate in the full range of activities.
4. Incorporate assessment strategies as an ongoing element of teaching practice to assure that curricula and methods are adapted effectively to students' learning abilities.
5. Describe how to promote inclusive recreational opportunities.
6. Identify how to create opportunities for engaging in inclusive activities.
7. Demonstrate how collaborations promote inclusive programming and connections into the community.

ENVIRONMENTAL LIVING PROGRAM-PETALUMA ADOBE STATE HISTORIC PARK

<http://www.petalumaadobe.com>

Purpose: To provide the participant with an overview of an overnight experience for children at specific cultural sites where the interaction and interdependency of people and their environment are represented.

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

1. Define Environmental Living Program theory and application at varied park sites.
2. Describe how the Environmental Living Programs rely heavily on pre-site explorations, classroom preparations, role-playing, and problem solving.
3. Identify an interpretive experience in which an historic lifestyle is simulated and observe how students, through self-learning activities, become aware of their relationship to the cultural site and its history.
4. Learn how the Environmental Living Program is administered at Petaluma Adobe State Historic Park.

MARIN COUNTY OUTDOOR SCHOOL-WALKER CREEK RANCH

<http://www.walkercreekranch.org>

Purpose: To observe and participate in a hands-on, field based activity that brings to life the science being taught in the classroom.

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

1. Learn about the diverse habitat and abundant wildlife of Walker Creek Ranch.
2. Define how using principals of thematic instruction enhances a students critical thinking, processing, and socialization skills.
3. Identify interaction between students, teachers, and staff at the program.
4. Describe how and why Outdoor School programs help teachers satisfy their educational goals.
5. Participate in a program consistent with California State Academic Content Standards.

PARKS ONLINE RESOURCES FOR TEACHERS AND STUDENTS

<http://www.ports.parks.ca.gov/>

Purpose: To get better acquainted with Parks Online Resources for Teachers and Students.

Performance Objectives: By the close of the session participants will

1. Describe how PORTS furthers the mission of California State Parks.
2. Demonstrate the importance of forging partnerships with school districts, schools and individual teachers.
3. Define California K-12 High Speed Network (HSN) and Units of Study.
4. Observe PORTS technology in action.

BAY AREA DISCOVERY MUSEUM

<http://www.baykidsmuseum.org/home>

Purpose: To provide the participant with an opportunity to experience and evaluate this unique museum featuring hands-on art, science and environmental exhibitions, performances, special events and ongoing educational curricula.

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

1. Observe and participate in an innovative approach to educating children of varying ages.
2. Define how the concept of "home" is used for exploring the natural and cultural environments of the Bay Area.
3. Identify the effectiveness of self-guided programs for children in different age groups.
4. Describe how the museum's curriculum encourages environmental stewardship.

BAY MODEL VISITOR CENTER

<http://www.spn.usace.army.mil/bmvc/>

Purpose: Preparing your teachers for future visits. Observe and experience how your teachers can learn hands-on learning activities. We will show you how to involve teachers, chaperones, and leaders to help with the field trip at your site.

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

1. Learn how to conduct a training orientation for your teachers.
2. Prepare your teachers to conduct a training meeting at their school.
3. Getting your teachers to visit your site prior to the field trip.
4. Putting together a site and information packet for field trips.

EDUCATION AND CURRICULUM DEVELOPMENT IN MUSEUMS

Purpose: To examine meaningful and engaging strategies for developing students' skills in language and visual arts.

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

1. Appreciate how art-based exploration helps students cultivate creativity while reinforcing critical thinking and communication skills.
2. Identify art concepts, skills, and processes appropriate for elementary school students.
3. Incorporate techniques in the planning and implementation of museum education programs for school groups that give children an opportunity to creatively learn and explore and concurrently help teachers meet their curriculum requirements.
4. Describe ways to best respond to the needs, learning styles, and experiences that family audiences bring to their museum visits, as well as the merits and challenges posed by differing design approaches.