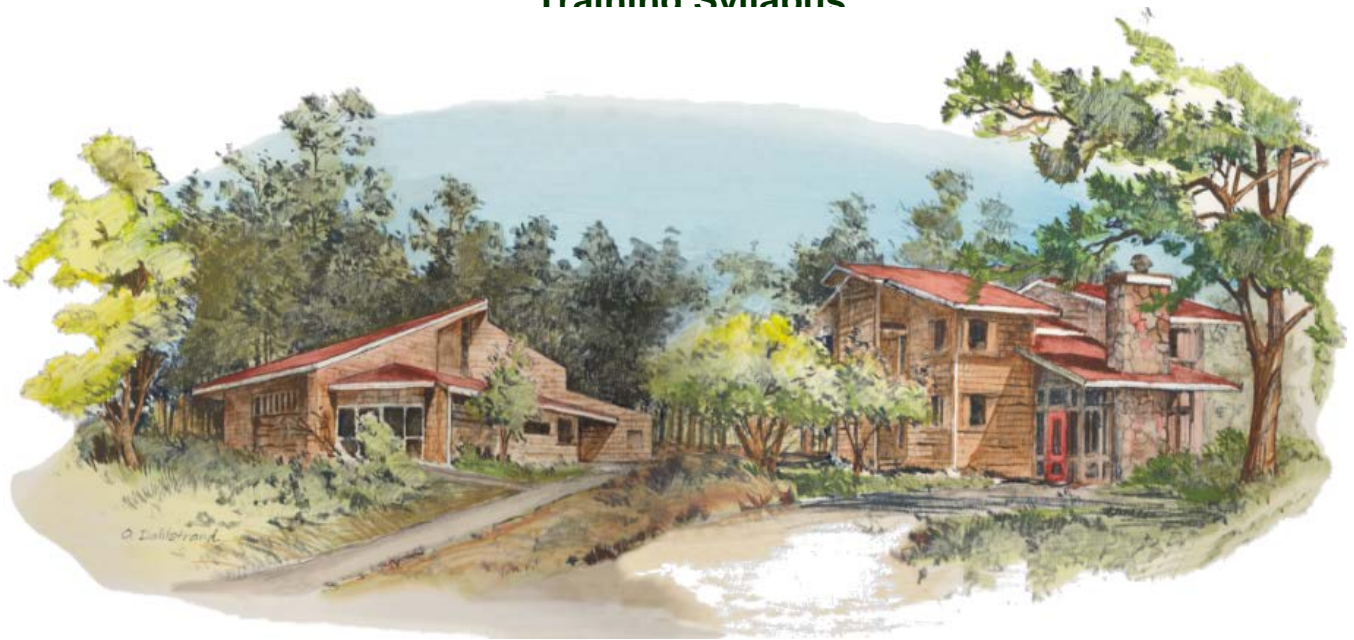


State of California . Natural Resources Agency . California State Parks

# Skills for Interpreting to Children

March 7-11, 2016

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** February 16, 2016  
**To:** Supervisor  
**From:** Debbie Fredericks, Department Training Officer  
Training Section  
California State Parks  
**Subject:** Employee Attendance at Formal Training  
Skills for Interpreting to Children Group 9

An employee from your office will soon be attending the formal training program described in the attached. Please ensure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work. You can assist with capturing the full value of the training by taking the following steps:

### Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

### Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace.
3. Support the employee's use of the training at the work place.

### Three Months Following Training

1. Supervisor evaluates the effectiveness of the training on the employee's job performance and meets with employee to discuss the evaluation.

Thank you for your assistance in seeing that the full benefit of training is realized.



Debbie Fredericks  
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 and  
productivity through consulting, collaboration,  
training, and development.***

## TRAINING SECTION STAFF

Debbie Fredericks.....Department Training Officer  
Ann D. Slaughter .....

Ann D. Slaughter .....	MTC Manager
Jack Futoran .....	EMS and LFG Training Coordinator
Dave Galanti .....	Training Specialist
Kenney Glaspie .....	Training Specialist
Karyn Lombard .....	Training Specialist
Sara M. Skinner .....	Training Specialist
Jason Smith .....	Academy Coordinator
Matt Cardinet .....	Cadet Training Officer
Jeremy Alling .....	Cadet Training Officer
Lisa Anthony .....	Program Coordinator
Edith Alhambra .....	Assistant Program Coordinator
Alex Franck.....	Assistant Program Coordinator
Pamela Yaeger.....	Assistant Program Coordinator

## THE MISSION

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



## **FORMAL TRAINING GUIDELINES**

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including the 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 participate 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) and on the Parks and Recreation website under the Learning/Training Section. 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 through your District Office. No reimbursement for travel expense – including per diem cost – will be approved for travel not specifically authorized in advance by the District Superintendent. Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.

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

4. HOUSING: The Department provides your room and board expense, on a shared room basis, at the Hampton Inn and Suites San Clemente only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. 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.

**Note:** You may be assigned a room at a motel while attending training. If so, you may be asked to present a valid credit or debit card while checking in to your room. Many motels require a credit card to cover charges incurred such as telephone calls, damages to rooms and/or furnishings, fees to clean rooms that have been smoked in that are not designated as smoking rooms, etc. Be prepared to handle this appropriately.

5. **ENROLLMENT OR HOUSING CANCELLATION POLICY:** To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Specialist assigned to the course requesting to remove the participant. If you do not need lodging or must change or cancel your reservation for lodging, you must contact the Mott Training Center or Training Specialist assigned to the course at least 2 weeks prior to your date of arrival. Lodging, registration, and associated fees will be charged to the employee's District or Section/Office if a training cancellation is received with less than two weeks' notice.

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

6. MEALS: Breakfast will be available for those staying at the hotel.
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. It does not include such items as shorts, t-shirts, tank tops, or sandals.

Because we are on the grounds with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

8. **REGISTRATION:** When you arrive at the Hampton Inn and Suites San Clemente, proceed directly to the front desk for your room key.
9. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced DPR employees in the field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their presentation, and provide a level of expertise difficult to match.
10. **TRAINING SECTION STAFF:** Sara M. Skinner is your Training Specialist and has been assigned responsibility for your training group. During the program, you may be asked to assist Training Section staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Training Section staff will do all within their power to make your training experience pleasant and meaningful.
11. **TRAINING MATERIALS:** Materials may be made available to you at both your unit and the Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook may be issued to you at the training session for notes and convenience in handling materials. Bring your own pens, pencils, etc.
12. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important for the success of this training. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Department Training Officer may modify (except for POST RBC) this requirement based upon participant knowledge level and/or the portion of the course missed. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
13. **CELL PHONES:** As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Limit those calls to your breaks.
14. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (831) 901-5959.
15. **POST-TRAINING ASSIGNMENTS:** In connection with formal training, these are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.

## **PROGRAM ATTENDANCE CHECKLIST/PRE-TRAINING ASSIGNMENTS**

To assist you in your preparation of formal training session at the Orange Coast District Office (San Clemente State Beach), the following list is provided:

- \_\_\_\_\_ 1. Read, print, and understand Skills for Interpreting to Children program syllabus prior to your arrival.
- \_\_\_\_\_ 2. Complete the following **pre-training assignments**:
  - Bring an example of an educational application, online game, or website to share with the class that you have found useful when working with children. Internet connectivity will be available to showcase your example.
  - Bring a jacket, hat, sunscreen, and appropriate clothing for the 2.5 hour Citizen Science Newport Harbor cruise. Contact Sara Skinner if you need special accommodations. Bring motion sickness medication if you may be affected.
  - Bring money for lunch and dinners that will not be provided.
  - Notify Sara M. Skinner if you have any dietary restrictions by March 1, 2016.
  - Notify Sara M. Skinner ASAP if you are bringing a state vehicle that can hold more than four employees including yourself.
- \_\_\_\_\_ 3. Arrange your travel through your Unit/Office.
- \_\_\_\_\_ 4. Uniforms are not required for this program.
- \_\_\_\_\_ 5. Bring a reusable coffee cup, refillable water bottle, notepaper, pens, and pencils.
- \_\_\_\_\_ 6. For those staying at the host hotel; it is recommended that you carpool (gather in the lobby of the hotel at 0740 for self-directed carpooling).

## **PROGRAM ATTENDANCE CHECKLIST/PRE-TRAINING ASSIGNMENTS**

### **HOTEL:**

Hampton Inn and Suites San Clemente  
<http://www.hamptoninnsanclemente.com/>  
2481 South El Camino Real  
San Clemente, CA 92672  
(949) 281-7641

### **TRAINING VENUE:**

Orange Coast District Office Training Room  
3030 Avenida del Presidente  
San Clemente, CA 92672  
(949) 492-0802

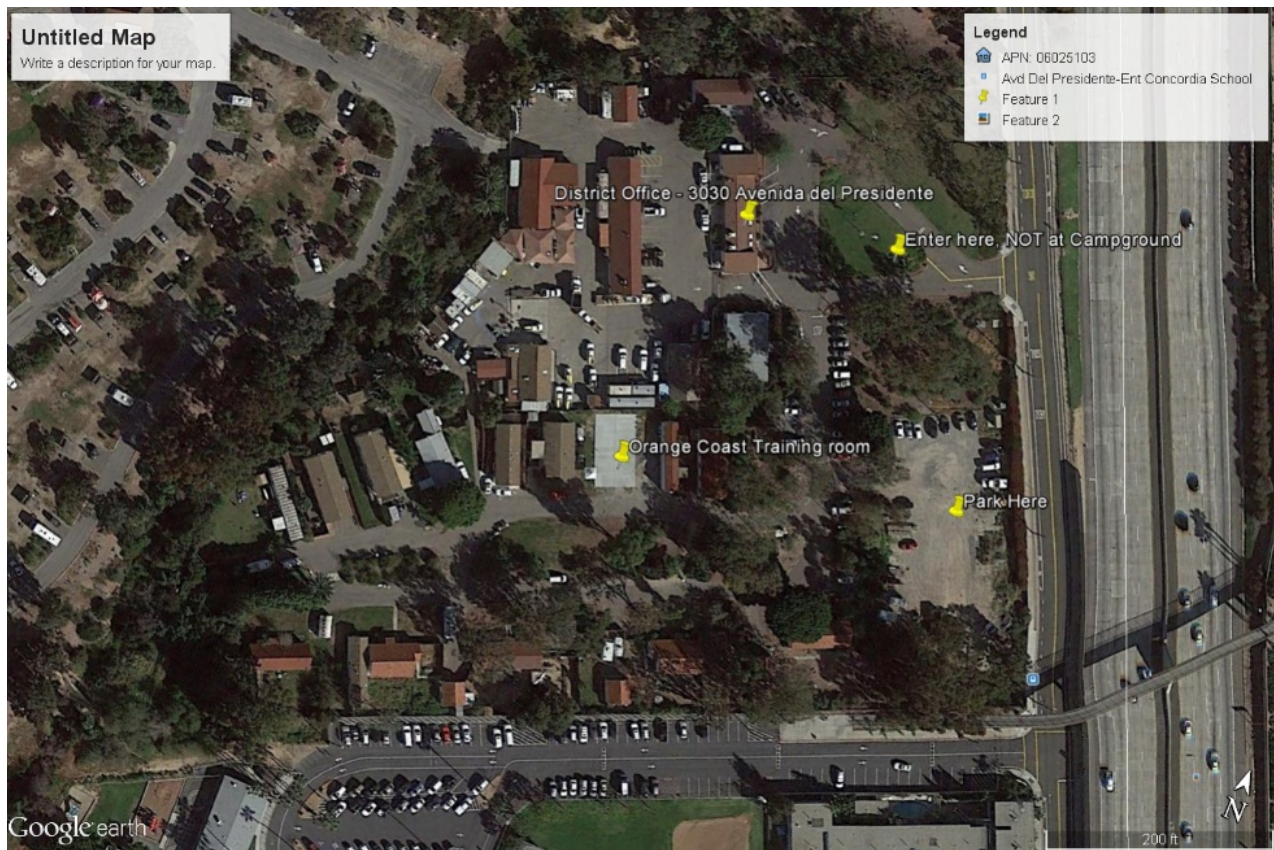
Parking: Park in the large unpaved lot located adjacent to the District office (see aerial map attached on page 6 of syllabus).

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



## Directions to Orange Coast District Office

- From the South: Exit Interstate 5 at Christianitos. Turn left on Christianitos. Christianitos will 'T' into Avenida del Presidente, turn right. Pass Concordia Elementary School on your left. The entrance to the District office will be the next left hand turn.
- From the North: Exit Interstate 5 at Calafia. The Calafia Exit will take you to a 4 way stop just off the freeway. At the 4 way stop, turn left onto Avenida del Presidente. Pass the San Clemente Inn on the right hand side. Pass Avenida San Luis Rey. The entrance to the District office will be your next right hand turn.



## **POST-TRAINING ASSIGNMENT**

Prior to ninety days after the completion of this program, the employee and his/her supervisor should discuss the impact and assess the effectiveness this program has had on the employee.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

## **SKILLS FOR INTERPRETING TO CHILDREN GROUP 9 AGENDA**

**March 7-11, 2016**

### **Monday**

#### **March 7**

1500 REGISTRATION: *Check-in at the Hampton Inn, San Clemente* All

### **Tuesday**

#### **March 8**

0800-0900 Introductions and Overview Wilson  
0900-1000 Designing for Play Dickerson  
1000-1200 Nature Games Leeds  
1200-1300 Lunch  
1300-1500 Scat Workshop Bruggmann  
1500-1600 Interdisciplinary Interpretation - Shark Program Demonstration Serpa  
1600-1700 Children's Applications and Websites All

### **Wednesday**

#### **March 9**

0800-0930 Travel to Dock to Board Citizen Science Cruise All  
0930-1130 Crystal Cove Alliance's Marine Protected Area (MPA) CCA  
Citizen Science Cruise  
1130-1230 Disembark and Travel to Crystal Cove All  
1230-1330 Lunch (Provided by Crystal Cove Alliance (CCA))  
1330-1600 Meet at Environmental Study Loop (PORTS and Program CCA/CSP  
Demonstrations)  
1600-1700 Travel Back to San Clemente All

### **Thursday**

#### **March 10**

0800-1000 Teaching Techniques de la Maza  
1000-1100 Travel to Bowers Museum All  
1100-1230 Field Study at Bowers Museum/Kidseum Mahon/Alvarado  
1230-1330 Lunch  
1330-1600 Field Study at Bowers Museum/Kidseum Mahon/Alvarado  
1600-1700 Travel Back to San Clemente All

### **Friday**

#### **March 11**

0800-1000 Journeys to the Past Nunez  
1000-1200 Closing and Discussion All

**SKILLS FOR INTERPRETING TO CHILDREN GROUP 9**

<b><u>PROGRAM OUTLINE</u></b>	<b><u>HOURS</u></b>
<u>Orientation and Evaluation</u> .....	2
Introductions and Overview	
Closing Discussion	
 <u>Child Development and Learning Styles</u> .....	 3
Designing for Play	
Teaching Techniques	
Children’s Applications and Websites	
 <u>Interpretive Theory and Practice</u> .....	 22
Nature Games	
Scat Workshop	
Interdisciplinary Interpretation - Shark Program Demonstration	
Crystal Cove and Newport Harbor Citizen Science Demonstration	
Bowers Museum and Kidseum Discussion	
Journeys to the Past	
 <u>Workshop Summary and Evaluation</u> .....	 1
Closing and Discussion	
 <b>TOTAL HOURS</b> .....	 <b>28</b>

## **SKILLS FOR INTERPRETING TO CHILDREN GROUP 9**

### **PROGRAM PURPOSE AND OBJECTIVES**

#### **Introductions and Overview**

**Purpose:** To provide participants with a basic foundation for successful children's program development and implementation. Participants will observe experience field interpreters providing interpretive programs to schools groups; learn about tools and technology used to improve connections with children; and discuss successful interpretive techniques employed by professionals to maintain interest and achieve a level of retention.

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

1. Incorporate a basic set of skills and knowledge for planning and conducting interpretive presentations for children.
2. Describe the use of interpretive tools and technology, and justify their application.
3. Demonstrate how to maintain a child's interest based on their developmental level, learning style and point of view.
4. Describe at three crowd control/attention getting techniques.

#### **Designing for Play**

**Purpose:** To learn the basics of playful program design and to rapidly develop ideas for unstructured play spaces.

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

1. Communicate five characteristics of spaces/programs that allow children's unstructured play.
2. Describe the difference between playful learning and play.
3. Develop at least one idea for how they might find space for unstructured play in their program areas.

## **SKILLS FOR INTERPRETING TO CHILDREN**

### **PROGRAM PURPOSE AND OBJECTIVES**

4. Adult's ideas/perceptions of children's play vs. kids' ideas of their own play.
5. EXERCISE: Draw a map of a space where you spent time as a child.
6. DISCUSSION: Brainstorming characteristics of spaces where children engage in unstructured play.
7. Review of five additional characteristics of playful programs/spaces (wabi-sabi, "hard fun," secret, playing with scale, "real").
8. EXERCISE: Draw from these characteristics (and your own play memories) to tweak a program or experience to make it allow for more unstructured play (examples may include a ticket line, an adult-focused exhibit panel, a nature hike, a café, etc.).

### **Nature Games**

Purpose: To learn how to deepen nature connection during interpretive programs while having a lot fun!

Program Objective: Participants will have an entire tool box of ideas of how to engage the public, young and old, and deepen their connection to nature, themselves, and each other.

### **Scat Workshop**

Purpose: To discover a different approach to animal evidence that will help to engage our audience to the resources in our parks. Participants will join in an engaging discussion of scat identification, such as how to identify and narrow down our identification through the scat's color, shape and size. Participants will also have a chance to make different art creations of scat, practice with scat props – both faux feces and everyday items.

## **SKILLS FOR INTERPRETING TO CHILDREN**

### **PROGRAM PURPOSE AND OBJECTIVES**

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

1. Identify ten common animal scats found in southern California.
2. Group scat identification into three main factions of identification (color, shape, size).
3. Develop a set of fun analogies that will aid retention of scat identification.
4. Participate in creating fun scat related art projects ideal for children and adults!

### **Interdisciplinary Interpretation - Shark Program Demonstration**

Purpose: To observe and explore interdisciplinary interpretation.

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

1. Observe a retired State Park Ranger conduct an interpretive program.
2. Discuss how many classifications can do interpretation.
3. Explore what skills are needed to assist in developing program with programs for children.

### **Children's Applications and Websites**

Purpose: To discuss the potential use of applications and websites for children's interpretation.

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

1. Participate in using some new applications and websites.
2. Discuss how these types of platforms can be used when communicating with and engaging children.

## **SKILLS FOR INTERPRETING TO CHILDREN**

### **PROGRAM PURPOSE AND OBJECTIVES**

#### **Crystal Cove Alliance's Marine Protected Area Citizen Science Cruise**

Purpose: To introduce participants to on-the-water educational programming that incorporates Citizen Science research to support STEM (Science, Technology, Engineering, and Mathematics) learning.

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

1. Use authentic scientific equipment to collect data for three different research projects in Crystal Cove's Marine Conservation Area.
2. Define "Citizen Science" and describe elements of successful Citizen Science programming, including possible links to Natural Resources.
3. Reflect on how Citizen Science projects can support interpretive themes in State Parks.
4. Describe how partnerships can be used to leverage impacts and gain access to resources to support interpretive/educational programming.

#### **Crystal Cove State Park PORTS and Environmental Study Loop Demonstrations**

Purpose: To observe and discuss PORTS (Parks Online Resources for Teachers and Students) and Environmental Study Loop at Moro Canyon within Crystal Cove State Park.

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

1. Observe and engage in a discussion and demonstration of the Crystal Cove State Park PORTS program.
2. Discuss Citizen Science and the role of research in interpretation for children.
3. Reflect in the connections between the research done by the scientific community in the park and visitor messaging.



## **SKILLS FOR INTERPRETING TO CHILDREN**

### **PROGRAM PURPOSE AND OBJECTIVES**

#### **Teaching Techniques**

Purpose: To expose park staff to teaching and interpretive techniques that engage children, keep children focused, and confirm children's learning.

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

1. Describe at least two ways in which the learning environment needs to be addressed during an interpretive program.
2. Provide examples of at least two ways in which children's minds can be primed for learning during an interpretive program.
3. Demonstrate at least two questioning strategies that engage all the children participants during an interpretive program.
4. Describe the importance of checking for understanding during an interpretive program.

#### **Bowers Museum Observations**

Purpose: Observe programs at the Bowers Museum and discuss techniques for interpreting and educating in a museum environment.

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

1. Observe demonstrations of museum programs and exhibits.
2. Discuss how programs were developed for the museum (how these fit into the common core standards/NGSS).
3. Discuss the development of the Kidseum.
4. Brainstorm how techniques for interpreting and education in a museum environment can be applied to a park setting.

## **SKILLS FOR INTERPRETING TO CHILDREN**

### **PROGRAM PURPOSE AND OBJECTIVES**

#### **Journeys to the Past**

Purpose: Observe and participate in sample program for children on Acjachemen culture and the environment.

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

1. Participate in hands-on activities.
2. Observe teaching techniques used when working with children.
3. Discuss working with children and storytelling.
4. Discuss how sharing stories can enlighten encourage and empower others.

#### **Closing Discussion**

Purpose: Participants will discuss the lessons learned and their experiences throughout the training.

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

1. Discuss unanswered questions that developed throughout the week.
2. Discuss topics relevant to their skills for interpreting to children.
3. Acquire additional resources.

**Restaurants near Orange Coast District Office  
3030 Avenida del Presidente San Clemente, CA 92672**

**Walking (within 1 mile)**

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**Adele's Café**

\$\$ • American (Traditional), Breakfast  
and Brunch

The San Clemente Inn  
2600 Avenida del Presidente  
San Clemente, CA 92673  
(949) 481-1222  
Open 6:00 am - 3:00 pm

**Cafe Del Sol**

\$ • Mexican  
3817 South El Camino Real  
San Clemente, CA 92672  
(949) 492-7120  
Open 6:00 am - 9:00 pm

**Molly Bloom's Irish Bar and  
Restaurant**

\$\$ • Pub, Irish  
2391 South El Camino Real  
San Clemente, CA 92672  
(949) 218-0120  
Open 11:00 am - 2:00 am

(Food served until 10 pm)

**OC Tavern Grill and Sport's Bar**

\$\$ • Music Venue, Pub  
2369 South El Camino Real  
San Clemente, CA 92672  
(949) 542-8877

Open Monday and Tuesday  
11:30 am - 10 pm

Wednesday thru Friday

10:30 am - 2 am

(Food served until 8:30 pm)

**Carl's Jr.**

\$ • Burgers, Fast Food  
3929 South El Camino Real  
San Clemente, CA 92672

**Jack in the Box**

\$ • Fast Food  
2398 South El Camino Real  
San Clemente, CA 92672

## **Driving (within 5 miles)**

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### **MRK Public**

\$\$ • American (New), Gastropub  
1402 South El Camino Real  
San Clemente, CA 92672  
(949) 441-7621  
Open 11:00 am - 9:00 pm (Closed  
Monday)

### **Hapa J's**

\$\$ • Hawaiian, Asian Fusion  
2016 South El Camino Real  
San Clemente, CA 92672  
(949) 276-6657  
Open 11:00 am - 9:30 pm

### **Vine**

\$\$\$ • French, American (Traditional),  
Bar  
211 North El Camino Real  
San Clemente, CA 92672  
(949) 361-2079  
Open 5:30 pm - 10:00 pm

### **South of Nick's**

\$\$ • Mexican  
110 North El Camino Real  
San Clemente, CA 92672  
(949) 481-4545  
Open 11:00 am - 10:00 pm

### **Nick's San Clemente**

\$\$ • American (Traditional), Seafood,  
Steakhouse  
213 Avenida del Mar  
San Clemente, CA 92672  
(949) 481-2200  
Open 11:00 am - 10:00 pm

### **The Cellar**

\$\$ • Wine Bar, American (New), Cheese  
Shop  
156 Avenida del Mar  
San Clemente, CA 92672  
(949) 492-3663  
Open 7:00 am - 11:00 pm

### **Biggie's Burgers**

\$ • Burgers  
1017 South El Camino Real  
San Clemente, CA 92672  
(949) 492-9182  
Open 10:30 am - 9:30 pm

### **SC Café**

\$ • American (Traditional), Diner, Coffee  
and Tea  
1810 South El Camino Real  
San Clemente, CA 92672  
(949) 366-0626  
Open 7:00 am - 2:00 pm

### **Pierside Kitchen and Bar**

\$\$ • Bar, American (New)  
610 Avenida Victoria  
San Clemente, CA 92672  
(949) 218-0980  
Open 11:00 am - 11:00 pm

### **The Fisherman's Restaurant and Bar**

\$\$ • Seafood  
611 Avenida Victoria  
San Clemente, CA 92672  
(949) 498-6390  
Open 8:00 am - 10:00 pm