

Proponent Sponsored Engineer Corps Training

PROSPECT



Instructor Handbook

**US Army Corps of Engineers
Learning Center (ULC)**

General Information

We appreciate your efforts on behalf of the Proponent Sponsored Engineer Corps Training (PROSPECT) Program. We realize that the success of the program and our success as the USACE Learning Center depend heavily on you and support from your Division/District. We are here to assist you in any way we can.

Your primary goal as an instructor is to present a highly professional course of instruction that promotes learning and job performance improvement. The success of the course you participate in is largely a result of your instructor preparation and performance.

To aid you, we have developed a checklist of “Things To Do.” These items are PROSPECT Program policies to which all PROSPECT instructors should adhere.

Occasionally, a course manager or the Quality Assurance Representative from the USACE Learning Center travels to training courses to evaluate content, methodology, curriculum applicability, and Corps of Engineers Systems Approach to Training (COESAT) compliance. The ULC will notify the lead instructor prior to the scheduled evaluation.

We thank you and your organization for your participation.

A handwritten signature in cursive script that reads "Gary F. Andrew". The signature is written in black ink and is positioned above a horizontal line that extends across the width of the signature.

Gary F. Andrew
Director, USACE Learning Center

PROSPECT Instructor Qualifications

(Adapted from Jacques LeCavalier's (le groupe Mentor inc., Montreal)
"Commonsense Criteria" for SMEs)

- Mastery of subject content and tasks.
- Knowledge of the target audience to be trained.
- Knowledge of the project context.
- Enthusiasm.
- Availability.
- Credibility with the organization, management and, specifically, with the students to be trained.
- Communication skills.
- "Understanding of the organizational big picture" and its business processes.
- Desire to see learners succeed.



PROSPECT Instructor Requirements

- Attend an instructional techniques course.
- Monitor one class session prior to scheduling full instructor responsibilities.
- Desire to be a PROSPECT instructor.

(THINGS TO DO)



Before You Arrive

Ensure you have copies of the following:

- A. Instructor information from the Course Manager, to include the Instructor Information Sheet, pre-course student roster, hotel requirement sheet, packing list, and the Student Reporting Instructions (SRI).
- B. Instructor Handbook
- D. Approved Lesson Plan(s) and Training Aids



NOTE: Your training aids should be complete and in order. (Some instructors prefer to handcarry these to the course.) Training aids must be in good taste and must not offend any student in attendance. The Welcome and Orientation Lesson Plan is a part of this document.



Standard of Conduct

When you are instructing in the PROSPECT Program, you are representing the Chief of Engineers; therefore, your actions and dress should reflect this representation.



The Day Before the Course Starts

- A. Check to see if the classroom name and starting time for the class are posted in the lobby area.
- B. Check the Hotel Requirements Sheet to ensure the room and set-up are as stated.
- C. Check to see if the course materials, audiovisual equipment, screens, easels, and other supplies are in the classroom(s).
- D. Check the requirements to determine authorized equipment and services such as typing and reproduction. **DO NOT ASK FOR OR RENT ANY EQUIPMENT REQUIRING PAYMENT BY**



THE USACE LEARNING CENTER WITHOUT PRIOR APPROVAL. THE IMPAC CARD HOLDER MUST APPROVE THIS CHARGE BEFORE THE COST IS INCURRED.

- E. Check equipment to be sure everything is operating properly and that you have spare bulbs.
- F. Locate the restrooms, restaurants, and other hotel facilities to inform the class during “Welcome and Orientation.”
- G. Locate fire exits in relation to the classroom and be sure to inform the students.
- H. Determine/establish security for classroom and equipment.



First Morning of the Course

- A. Arrive at the classroom early enough to ensure everything is ready. Provide accommodations for any student with disabilities.
- B. Introduce the course using the “Welcome and Orientation” lesson plan at Appendix A. (If the course is in Huntsville, the course manager or training technician will perform this task.)
- C. Refer the students to the course start and end time/date as stated in the Student Information Sheet. The policy of the PROSPECT Program is to end the course at the scheduled time. We discourage making exceptions in this matter except in case of an emergency. Flight/airline conflicts are not emergencies.
- D. Notify students of the attendance policy. Students must be present and on time for all course sessions as stated in the Schedule of Instruction. Students who miss more than 20 percent of a course are not eligible for a completion certificate, unless absence was because of a valid emergency or illness. If any attendance problems, illnesses, or emergencies occur, notify the course manager prior to taking any action; make a record of the incident; and forward the report to the course manager. If a student leaves the



course prior to the official ending time, withhold the completion certificate and forward it to the course manager with a note explaining, in as much detail as possible, student departure time, reason, and any extenuating circumstances.

E. Tell the students the following:

(1) To complete registration forms and review the pre-course student roster and make any corrections necessary. Complete the pretest and posttest answer sheets and course evaluations using a #2 pencil because they are scanned by a machine. Assist students by identifying occupational codes (Appendix B).



(2) To refrain from making any extraneous marks on the forms.

(3) To avoid bending or folding the forms.

(4) To erase any changes or corrections completely and mark the new response clearly.

(5) To complete all information and blacken the corresponding ovals.

(6) To fax SF FORM 182s or OTHER TRAINING FORMS to the Registrar's Office, 256-895-7469, if payment has not been made by credit card.

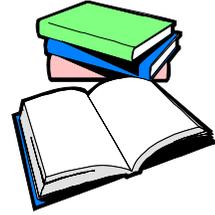
F. Administer and collect the pretests.

G. Check the REGISTRATION FORMS, PRE-COURSE STUDENT ROSTER, OTHER TRAINING FORMS, and PRETESTS to assure that they have been filled out properly. Fax or email the corrected Pre-Course student roster to the course manager/technician on the first day if possible but not later than the end of the second day. Fax number will be provided by course manager/technician.



During the Course

Secure USACE equipment after class and during lunch breaks. Some equipment, such as laptops and projectors may need to be stored in a locked room or in the guest rooms.



Last Day of the Course

- A. Administer the posttest. When all students have handed in their tests, critique the tests by reading the question stem and the correct answer. The posttest results will be used to evaluate the effectiveness of the training. Please forward the test answer sheets to the Course Manager for computer scanning.
- B. Remind the students that they need to complete the course evaluation. Stress the importance of the evaluation as it is the primary means of feedback to help us determine the strengths and weaknesses of the course. **ACCOMPLISH THIS PRIOR TO PRESENTATION OF CERTIFICATES OF COMPLETION.**
- C. Place the annotated pre-course student roster, registration forms, test answer sheets, and course evaluations in the envelopes provided along with material that will be used again. Return audiovisual aids and reusable publications using the return mailing label provided.



Please call the mailing service by 10:00 a.m. on the last day of the course for pickup of boxes. Be specific as to address, number of boxes, and account number. Pre-addressed labels are provided.

Return envelopes and boxes to the following:

US Army Corps of Engineers
550 Sparkman Drive
Tom Beville Center
ATTN: ULC Warehouse
Huntsville, AL 35816

- D. If USACE equipment was used, secure the equipment with cables, remotes, and microphones in the case provided and place it in an area separate from other equipment (rental or hotel) for pickup by the mailing service no later than one hour after class ends on the last day of the course.

- E. Key ULC staff phone numbers are at Appendix C. Contact us if we may assist in any way.

Appendix A

Welcome & Orientation Lesson Plan

Time: Beginning of First Session; 15 Minutes-Admin; Pretest-Dependent On Course

Materials: Projector, Computer, Pre-course Student Roster, Registration Forms, Pretests

Outline:

1. Registration.
 - a. Have the students complete the PROSPECT Registration Form (CEHR-ULC Form 912). Be sure students use a #2 pencil when completing the form.
 - b. Circulate the pre-course student roster for review and concurrence that students are in attendance. If a student's name does not appear on the roster, the student will add his/her name and division, district, or agency; a student must indicate whether he/she is a substitute for another student. A job series listing is at Appendix B of this manual.
2. Welcome.
 - a. Introduce self.
 - b. Introduce fellow instructors.
3. Administrative announcements.
 - a. Telephone Messages - Class will only be interrupted for emergencies. Routine messages will be posted on bulletin board or door; students should check at break.
 - b. Smoking Policy - No smoking in the classroom. Smoking will be allowed only in designated areas; point out those areas.
 - c. Restrooms and Fire Exits - Provide locations.

- d. Area Orientation - Provide information on places to eat, malls, sightseeing, etc. Include safety information, i.e., street crossing, areas to avoid, etc.
- e. Hotel Problems - Students should first notify hotel management. If they give no satisfaction, notify the lead instructor, who will attempt to resolve the problem and notify the ULC Course Manager or Technician in cases where problems cannot be resolved.
- f. Schedule of Instruction
 - (1) Review schedule with students.
 - (a) Stress last day ending time.
 - (b) The training certificates will be withheld from any students leaving prior to the closing session, and the applicable supervisors or training coordinators will be notified.
 - (c) Tell students how they are to get to the airport on the last day of the course.
 - (2) Explain attendance policy. The ULC requires students to be present and on time for all sessions. (For further information, see Attendance Policy, Pg. 4, D. of this Instructor Handbook.)
 - (3) Breaks.

The Corps will not provide coffee or other beverages on a complimentary basis during the course. Students are responsible for obtaining their own refreshments during scheduled breaks.
 - (4) Announce ice breaker, if applicable.
- g. Workbook Review - Discuss format and use during the course.
- h. Evaluations.

- (1) Refer students to the End-of-Course Evaluation Form (CEHR-P Form 924). Request students make notes for completion as course progresses. Remind them to use #2 pencil in completing this form.
 - (2) Stress the importance of completing this form to provide feedback as to student perceived strengths and weaknesses of the course.
 - (3) Explain that certificate will be distributed to students *after* form is completed.
- i. If a student needs a signed SF Form 182, sign the form and return it to the student, upon course completion.
 - j. Explain Objectives.
 - (1) Location in text.
 - (2) Purpose - To tell students exactly what they must be able to do upon completion of the training.
 - k. Explain Pretest and Posttest before administering the Pretest.
 - (1) Pretest.
 - (a) Designed to measure student's previous knowledge of course objectives.
 - (b) Used by instructors to tailor instruction to meet the needs of the students.

NOTE: Students will not know everything nor are they expected to.

- (2) Posttest.
 - (a) Determines training effectiveness.
 - (b) Identifies weak/strong areas of training.

- (c) Measures student performance of objectives following instruction.

NOTE: At the end of the class, critique the posttest so the student will have immediate feed back.

- (3) Administer pretest. (Students should not guess. Do not discuss answers to pretest. Discussion would invalidate posttest results.)
 - l. Student Introductions.
 - m. Begin next subject on the Schedule of Instruction.

Surveying Technician	817	Science Technician	1311
Engineering Draftsman	818	Chemist	1320
Environmental Engineer	819	Metallurgist	1340
Construction Analyst	828	Meteorological Technician	1341
Mechanical Engineer	830	Oceanographer	1360
Nuclear Engineer	840		
Electrical Engineer	850	Library and Archives (GS-1400)	
Electronics Engineer	855	Librarian	1410
Electronics Technician	856	Library Technician	1411
Biomedical Engineer	858	Archivist	1420
Aerospace Engineer	861	Archivist Technician	1421
Naval Architect	871		
Ship Surveyor	873	Quality Assurance Inspection & Grading (GS-1900)	
Mining Engineer	880	Quality Assurance	1910
Petroleum Engineer	881	Quality Inspection	1960
Agricultural Engineer	890		
Chemical Engineer	893	Supply	2005
Welding Engineer	894		
Industrial Engineering Technician	895		
Industrial Engineer	896		

Legal (GS-900)

General Attorney	905
Contract Representative	962
Paralegal Spec	950

Information (GS-1000)

Public Information	1081
Technical Writer	1083

Business and Industry (GS-1100)

Contract & Procurement Specialist	1102
Purchaser	1105
Procurement Clerk & Assistant	1106
Realtor Specialist	1170
Appraiser & Assessor	1171

Physical Sciences (GS-1300)

General Physical Scientist	1301
Hydrologist	1315
Hydrologic Technician	1316
Geologist	1350
Geodesist	1372
Land Surveyor	1373
Geodetic Technician	1374

Appendix C

Key ULC Contact Numbers

Director's Office	256-895-7401
Deputy Director	256-895-7403
Registrar	256-895-7425
Engineering and Construction Training Division	256-895-7426
Plans and Operations Training Division	256-895-7407
ULC Fax Number	256-895-7465

Address

USACE Learning Center
ATTN: CEHR-ULC
P.O. Box 1600
Huntsville, AL 35807-4301

Homepage

<http://ulc.usace.army.mil>