

INSTRUCTOR GUIDE TOPIC

Instructor Guide

**THIS DOCUMENT IS DESIGNED TO SERVE AS A TEMPLATE FOR
THE DEVELOPMENT OF THE BASIC & PST ACADEMY CURRICULUM**

Instructor Guide pages will be printed two sided. The odd numbered pages will contain course material and the even numbered pages will be blank or contain space for instructor notes.

Even Numbered Pages will be left blank for information beginning with COURSE TITLE: and ending with COURSE OUTLINE:

Even Numbered Pages beginning with COURSE CONTENT: will containing a text box for instructor notes as illustrated on Pages 6 through 10 of this sample template.

COURSE TITLE: Instructor Guide Topic

INSTRUCTIONAL GOALS: This course will (the first overall goal of this block of instruction will be clearly defined here.

This course will (subsequent overall goals of this block of instruction will be clearly defined here if appropriate.

INSTRUCTIONAL OBJECTIVES:

Upon completion of this block of instruction the participant will be able to:

1. Individual instructional objectives will be defined here. Each objective must include three (3) elements: performance, condition, and criteria. Bloom’s Taxonomy may be used as a tool to develop objectives. Individual instructional objectives will be numbered using the following format: Block Number . Instructor Guide Number. Individual Instructional Objective. I.e.: 1.1.001, 1.1.002, 1.1.003 to correspond with the numbering system utilized in the Crown Pointe Training Manager database.
2. Continue to list objectives until all instructional goals have been addressed.

INSTRUCTIONAL METHODS: List all methods utilized in this block of instruction including, but be limited to: Lecture, handouts, overheads, PowerPoint presentation, visual/audio aides, discussion, classroom participation, scenario based, role playing, etc.

HANDOUTS: List all materials to be distributed to each participant. Include the Student Study Guide (SSG) as well as any additional materials.

COURSE DURATION: Total time allocated to complete the block of instruction broken down into one half hour units, i.e.: 2.5 hours

CURRICULUM REFERENCES: All sources of published materials used to develop the Instructor Guide including, but not limited to: Textbooks, magazine articles, internet sources, audio and visual sources such as commercial training tapes, agency tapes (agency must be identified with permission to use source), research papers, compilations of statistics, news articles from newspapers,



T.V./cable/satellite broadcasts, previous lesson plans, lesson plans from other training sources, etc.

Curriculum references must be cited in the Instructor Guide identifying the source within the IG content in the format of "Instructor Notes." All statistics must indicate the dates for which the data is representative of.

SAFETY CONSIDERATION: List all safety requirements.

EQUIPMENT, PERSONNEL, AND SUPPLIES NEEDED:

List items necessary to deliver instruction including, but not limited to: Flipchart(s), Chalkboard, Whiteboard, LCD projector, Overhead projector, VCR, TV, Projection screen, Computer (specify I/O capabilities needed i.e.: DVD player, USB port for flash drive, 3.5" floppy drive), Public address system, Scenario props, Role players, Simulators, miscellaneous office supplies i.e.: marker pens, pencils, overhead markers, masking tape, etc.

TARGET AUDIENCE: Optional unless other than Basic or PST Academy.

COURSE PREREQUISITES: Optional unless course requires a previous level of training or certification to attend.

INSTRUCTOR CERT.: List mandatory instructor certification required for course.

INSTRUCTOR RATIO: Optional unless scenario based training requires a limit on number of students per instructor.

EVALUATION STRATEGY: Block test, scenario evaluation, assignments, class participation, demonstration of skill development, etc.

AUTHOR & ORIGINATION DATE: John Doe, NMDPS TRD Basic Bureau 02-07-06

REVISION / REVIEW DATE(S): i.e.: Reviewed: 02-07-06 Revised: 02-07-06

REVISED / REVIEWED BY: i.e.: Reviewed by: John Doe Revised by: John Doe

COURSE OUTLINE: Outline of course listing topic and sub-topics in standard outline format ie: I. Content Heading
A. Main content topic
1. Content sub-topic



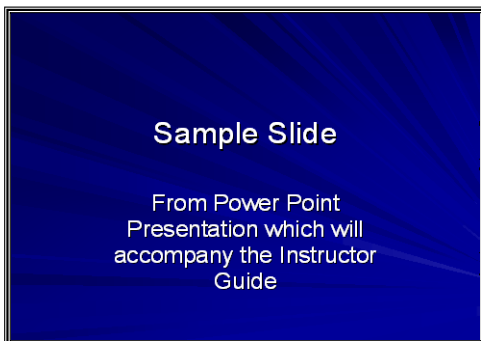
COURSE CONTENT:

TOPIC HEADING (BOLD ARIAL FONT IN UPPER CASE LETTERS)

Instructor Guide (IG) content will be inserted using normal Arial font. Style will utilize paragraph format without indentation at the beginning of each paragraph. Outline format will not be utilized (i.e.: VII., A., 1., a., ii) as a course outline has been previously included. Content may include bullets, i.e.

- **First Bullet** – Bulleted information generally will begin with a bold term or phrase which will identify the point to be made.
- **Use of Bullet Format** – Bullets generally will be used to highlight lists of terms, definitions or key points. Content must accompany bulleted information to guide the instructor.

Additional content may be displayed beside the linked slide explaining in more detail the points highlighted on the PowerPoint slide.



Generally slides will display bullets which are supported by the Instructor Guide (IG) content.

Other information may support the slide such as discussion items, video clip background information, Case Studies, etc.

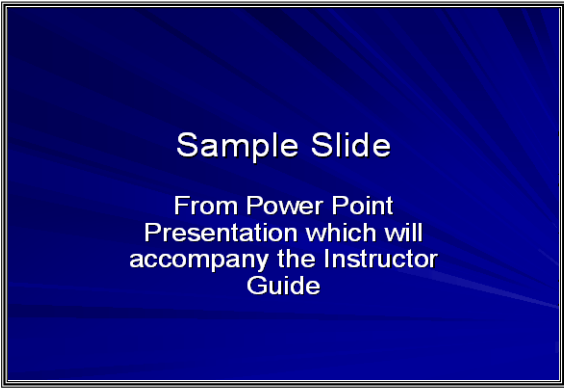
Slides may be displayed to the left or right.

Embedded slides will be of uniform size.

Instructor Notes: These boxes will contain specific information for the instructor which **will not** be displayed in the Student Study Guide (SSG). Information included here: discussion topics, classroom activities, additional reference material including statistics, bibliography references, and other data the instructor may use to augment the lesson plan content. In addition, instructor cues will be placed here such as time a video will run, reference to related Instructional Objectives (IO's) from other blocks, etc. **Date and time sensitive information such as statistics will be printed in red and clearly indicate the source of the data as well as the time frame in which the data was collected.**

A unique number for each Instructional Objective (IO) linked to Crown Pointe database will be inserted with the Instructional Objective (IO) text into the Instructor Guide (IG) at the beginning of the content which addresses the specific Instructional Objective (IO). IE: 1.2.004 would refer to Block 1, Instructor Guide 2, Instructional Objective 4. Embedded IO's will be displayed in bold blue type.

This is an example of placing an instructor note next to an embedded slide. This note may contain an explanation of a video tape which is linked to the slide, a case study explanation where the slide may be a picture, graphic or several bullets, additional statistics or reference material to support the information displayed on the slide, etc.

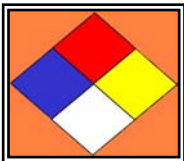


Other graphics may be imbedded as thumbnails into the Instructor Guide (IG) to refer to other instructional material which may not be embedded into the slide presentation such as copyprotected video, audio tapes, handouts, classroom displays, scenario props, etc.

Text would be included here to explain the thumbnail. Handouts will be incorporated into the IG wherever feasible. However, if handouts are to be given to the student, they will be incorporated into the Student Study Guide (SSG) in an appendix and referenced in the Instructor Guide (IG) with a thumbnail graphic.



Photographs, line drawings, etc. may be used to visualize for the instructor teaching points such as steps for executing a defensive tactic.

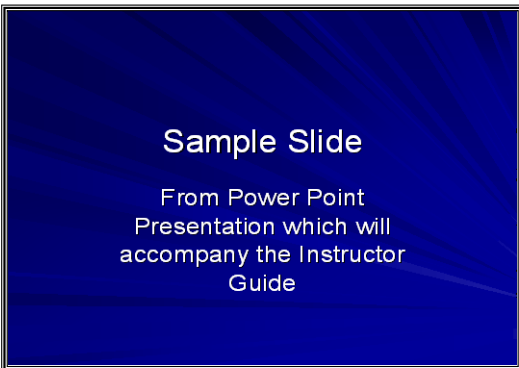
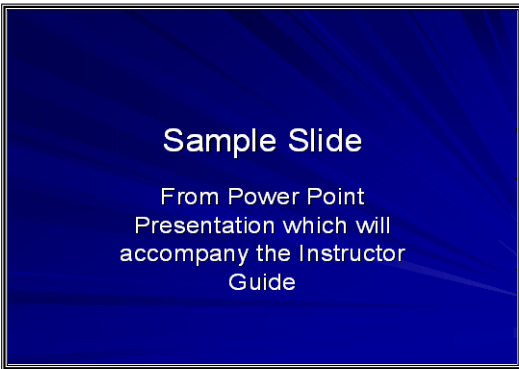


- **Blue Diamond** – (Content describing the meaning would be inserted here.)
- **Red Diamond** – (Content describing the meaning would be inserted here.)
- **Yellow Diamond** – (Content describing the meaning would be inserted here.)
- **White Diamond** – (Content describing the meaning would be inserted here.)

Instructor Notes:

This Space Left Blank for Individual Instructor Notes.

Blank space can be inserted where appropriate. Additional Instructor note space will be provided on the even pages of all pages allocated to course content.



This is an example of placing an instructor note next to several embedded slides. This note may contain an explanation of a video tape which is linked to the slide, a case study explanation where the slides may be pictures, graphics or a series of bullets which would not fit onto one slide, additional statistics or reference material to support the information displayed on the series of slides, etc.

- Bulleted information can be referenced here to cue the instructor
- Again, content would be placed in the body of the Instructor Guide (IG) to be available to the student, the information in the instructor notes is for instructor use only.

Instructor Notes:

This Space Left Blank for Individual Instructor Notes.

In the Student Study Guide (SSG) this space would be inserted for the student to insert their own notes.

Each Instructor Guide (IG) will conclude with a summary section where the key points for each Instructional Objective (IO) will be summarized.

The goal of utilizing this format is to create lesson plans which can stand alone and be taught by any qualified instructor with the end result being consistent delivery of basic information to the student regardless of instructor or academy.

COURSE AUDIT

This page (front & back) will be completed each time the block of instruction is taught.

PRIMARY INSTRUCTOR:

SECONDARY INSTRUCTOR:

SUPPORT STAFF (i.e.: Scenario Managers, Role Players, etc):

DATE(S)/ TIME(S) OF INSTRUCTION:

LOCATION OF INSTRUCTION:

RECOMMENDED CURRICULUM CHANGES: Identify inaccurate information, outdated information, new information to be added to update material, etc. (Use additional pages if necessary)

COURSE AUDIT (Continued)

ADDITIONAL INSTRUCTOR COMMENTS: (If any portion of the course content was not presented, indicate the specific content here)

If course content other than the NMDPS TRD approved Basic or PST academy curriculum is taught, the alternative curriculum must be submitted to the Law Enforcement Academy Deputy Director's office and approved prior to delivery of the alternative instructional materials.

Alternative curriculum was taught.

Accreditation number of alternative curriculum:

	SIGNATURE	DATE
Primary Instructor		
Reviewed by Program Coordinator		
Reviewed by Bureau Chief		
Reviewed by LEA Director or Designee		

