ULC Annex 503: PROSPECT Welcome and Orientation Lesson Plan

1. **PURPOSE**: Provide guidance for standardized welcome and orientations for PROSPECT courses.

2. **APPLICABILITY**: The operational responsibilities and procedures established in this Annex apply to all civilians and contractors assigned, attached, or conducting business with the ULC.

3. **SUPERSEDES**: Annex 503, PROSPECT Welcome and Orientation Lesson Plan, 27 Apr 16, which is obsolete.

4. **ULC OFFICE OF PRIMARY RESPONSIBILITY (OPR)**: QA/QC

a. Submit changes (with recommendations) to OPR.

b. OPR will review/verify currency of assigned Annex at least annually during month Annex was signed.

5. **POLICY**:

a. Each PROSPECT course conducted at the Tom Bevill Center or an external training site will be delivered using the PROSPECT course Welcome and Orientation lesson plan in this Annex.

b. This lesson plan (for all locations) and slides (for Bevill Center), will be made available/maintained:

(1) For instructors on ULC website, "How Do I...View references/tools?", "PROSPECT Instructors' Toolbox": http://ulc.usace.army.mil/PROSPECTToolbox.aspx.

(2) For ULC Course Managers and Technicians, on ULC Intranet, "Information", "Tools and Resources".

JOHN E. BARNETT
Chief, USACE Learning Center

27 May 16

Encl: Welcome & Orientation LP

Welcome & Orientation - Lesson Plan

1. **Preparation Day Before Session Starts:**

a. Ensure the classroom name and session starting time are posted for students.

b. Verify arrival/availability of course material and support equipment (e.g., audiovisual equipment, screens, easels, and set up/be prepared to set up the classroom).

NOTE: SECURITY OF WRITTEN TESTS: Written tests are included with course materials for course sessions delivered outside of Huntsville, AL. In this case, immediately locate all test materials (test booklets, scoring key) and secure them away from the classroom and outside of student view (e.g. hotel/motel room safe/safe location) until it's time to administer pre- or posttest to students. **Never leave test material out in the open or unattended where students can gain access. Immediately notify your course manager if any test material is lost/compromised.** For course sessions delivered in Huntsville, AL, your course manager will ensure test security, but you must ensure test security if/when test material is given to you to administer/proctor.

c. 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.

d. Ensure equipment operates properly and that you have a spare bulb.

e. Locate fire exits, evacuation staging locations, restrooms, hotel facilities, and local restaurants, for the next day's welcome and orientation.

f. Identify points of contact/procedures to secure classroom and equipment during lunch and after class.

NOTE: If your course offers Learning Units (LUs) from the American Institute of Architects (AIA), there are four required AIA slides, and an additional "AIA Course Attendance Roster (Template), all available in PROSPECT Instructors' Toolbox: http://ulc.usace.army.mil/PROSPECTToolbox.aspx. Have AIA members (only those that have AIA membership numbers) fill out the AIA Course Attendance Roster in addition to the ULC attendance roster and return it to ULC along with all other material.

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2. **Time:** Beginning of First Session; 30 Minutes Admin; Pretest-Dependent on Course

3. **Method of Delivery**: Lecture, Conference

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

NOTE: Arrive at least 15 minutes before class starts and ensure all is ready. Provide accommodations for students with disabilities.

NOTE: Remember, all test materials (test booklets, scoring key) should be secured and secured away from the classroom and outside of student view (e.g. hotel/motel room safe/safe location) until it's time to administer pre- or posttest to students. **Never leave test material out in the open or unattended where students can gain access.**

NOTE: The indicated slides/numbers refer to "Welcome to ULC" slide set to use when a course is delivered in Huntsville AL. This slide set is available on ULC website, PROSPECT Instructor Toolbox: http://ulc.usace.army.mil/PROSPECTToolbox.aspx.

5. **Welcome (Bevill Center (BC) Slide #1)**:

a. Introduce yourself.

b. Introduce instructors.

c. Explain handicap accommodations and restroom locations (**BC Slide #2**).

d. Inform students when the session starts and ends as indicated in the Student Reporting Instructions:

(1) The policy of the PROSPECT Program is to end the course at the scheduled time to ensure course completion and retesting if required.

(2) ULC discourages making exceptions in this matter except in case of an emergency. Flight/Airline conflicts are not emergencies.

e. Inform/Assist students of/with the following:

(1) If course offers continuing education credits (e.g. IACET/CEUs, AIA/LUs, PMI/PDUs) inform students they must meet established criteria for successful completion of the training (i.e., make at least minimum passing score). Inform students that after taking the posttest, they will be informed whether they successfully met requirements of established criteria. Instructors will explain why a student may have been unsuccessful in completing/qualifying for CEUs.

(2) Use the provided #2 pencil to complete all scan forms. Recomplete pen-marked scan forms.

(3) Refrain from making any extraneous marks, avoid bending or folding, erase any changes or corrections completely and mark response clearly, and complete all information and blacken the corresponding ovals.

(4) Review the pre-course roster and make necessary changes or additions. Identify all students that are not on the pre-course roster and indicate whether they are substitutes for other students.

(5) Ensure student(s) with an AIA membership (If course offers AIA LUs) also completes the AIA Course Attendance Roster. ULC will update AIA attendance; AIA does not allow self-reporting credits (BC Slides 22-25 – backup).

(6) Assist students in completing registration forms to eliminate commonly found mistake; consider writing these on white board or placing on slide:

(a) Don't space between letters of name; e.g., enter "SMITH", not "S M I T H".

(b) Enter session number as (FY and 2 digit session number; e.g., "1502" (FY 15, session 2). Do not enter "0002".

(c) Identify correct occupational codes (Appendix A. of Instructor Handbook).

(7) Faxing SF Form 182s or other training forms to the Registrar's Office, 256-895-7469, if payment has not been made by credit card.

(d) Check payment receipt i.e. pay.gov, funded SF 182.

(e) Collect and verify accuracy of registration forms, pre-course student roster, other training forms, and pretests (if applicable).

6. Administrative Announcements.

a. Messages - Class will only be interrupted for emergencies. Routine messages will be posted on bulletin board or door; students should check at break.

b. (**BC Slide #3**) Smoking Policy – As of 1 Jun 16, University of Alabama in Huntsville (UAH) is a smoke-free campus. This applies to use of vapor and tobacco products. Smoking of any kind is not permitted on the grounds or in the facilities of UAH.
c. At other locations, local outside smoking policies will apply.

d. Fire Exits:

(1) Location of restrooms.

(2) Provide locations of exits.

(3) Location of non-exit doors.

e. Emergency Procedures (severe weather): (**BC Slide #4**).

(1) Tornado Warnings

(2) Fire and evacuation (**BC Slide #5, 6 & 7**).

f. Telephones (**BC Slide 8**).

g. ULC Contact Information (**BC Slide #9**).

h. Area Orientation - Provide information on places to eat, malls, sightseeing, etc.

i. Computer Laboratory Rules:

(1) Coffee and sodas.

(2) Security.

j. Review Schedule of Instruction with students:

(1) Class beginning and end times: inform students to be present and on time for the entire course session as stated in the Schedule of Instruction (**BC Slide #10**).

(2) Breaks to include lunch (**BC Slide #11**).

(3) Attendance policy.

(a) Students missing more than 5 percent of a course are not eligible for a completion certificate, unless absence was due to a valid emergency or illness. See Student Code of Conduct in PROSPECT Instructors' Toolbox.

(b) If any attendance problems, illnesses, or emergencies occur, notify the course manager before taking any action; make a record of the incident; and forward the report to the course manager (**BC Slide #12**).

(c) Transportation conflicts: (**BC Slide #13**)

*If you have transportation conflicts with the scheduled ending time of the course, we recommend that you *make any necessary adjustments today.*

*(Note:) If a student leaves the course before it officially ends, 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. Supervisors a n d / or training coordinators will be notified.

(d) Reminder: If course offers continuing education credits (e.g. IACET/CEUs, AIA/LUs, PMI/PDUs) inform students they must meet established criteria for successful completion of the training (i.e., make at least minimum passing score). Inform students that after taking the posttest, they will be informed whether they successfully met requirements of established criteria. Instructors will explain why a student may have been unsuccessful in completing/qualifying for CEUs.

(4) Equipment and Property Protection (**BC Slide #14**) – each individual responsible.

(5) Pretest and Posttest.

(a) Pretest (when used): Measures students' current knowledge; instructors use to tailor instruction.

(b) Posttest: Formal test to assess student master of learning objectives and determines training effectiveness and identifies weak/strong areas of training.

k. End of Course Evaluations: Tell students they will turn in End-of-Course Evaluation Form (CEHR-P Form 924) after training completion.

(1) Recommend they make notes as course progresses.

(2) Remind them to use #2 pencil to complete this scan

form.

(3) (3 Stress the importance of completing this form.

l. To complete this course you must (**BC Slide #15**):

(1) Attend all classes.

(2) Participate in discussions.

(3) Complete all assigned class work.

(4) Complete the pretest when applicable, quizzes, practical exercises and/or individual or group activities, and posttest.

(5) Complete and submit all course administrative and registration documents and end-of-course evaluation.

m. Explain that certificate will be distributed to students *after they complete this* form (**BC Slide #16**).

(BC Slide #17 (Hidden slide)

*This slide will NOT be displayed during presentation) (do not remove "Hide Slide Status")

*At this time I ask that you complete your Name Tag and a Registration Form is being circulated.

*Display the following as students are instructed to complete.

**CEHR-P Form 665 (Name Plate)

**CEHR-ULC Form 912 (Registration Form): Please complete all entries on this form. It provides data for billing purposes, verifies attendance and provides other statistical data of participation. Please ensure that you add your contact information while you're here (hotel and cell phone) in the event that there is an emergency or if there's a need to contact you after class hours. Also note that failure to obtain this information could result in our inability to provide transcripts.

**Route draft student roster for name additions/corrections to establish official roster.

**Those students who are unable to provide payment status should be notified and given a time-frame to contact their respective organizations regarding payment status.

n. (**BC Slide #18**): CEHR-ULC Form 912: Don't forget, under "Official Mailing Address" provide your contact information where you are lodging in case there is a need to contact you (Phone Number and emergency contact). Ensure you provide all information (**BC Slide #19**):

(1) Green Form – Fill out Bubbles in Pencil

(2) Complete name: Begin with last name

(3) Corps/Div – Organization codes on back of form

(4) Last 4 Social Security # or other number (your records will be tracked using this number)

(5) Phone #

(6) Job Series – We must know this

(7) Classification – GS, WG, etc.

(8) Corps of Engineers or Non-Corps

(9) Official Mailing Address

(10) Local Contact Information (Hotel name, address, phone number)

(11) Class Name

(12) Class Dates

(13) Course Number

(14) Session Number

(Note: Before starting the first course lesson, collect and verify accuracy of registration forms, pre-course student roster, other training forms, and pretests (if applicable). Fax or email the corrected Pre-Course student roster to the course manager/technician not later than the end of the first day. Fax number will be provided by course manager/technician.

o. Inform students that instructors do not have any proprietary interest in any product, instrument, device, service or material discussed; as well that there is no compensation related to the presentation. ULC follows guidelines set forth for the Army/Department of Defense as stated in Federal Acquisition Regulation (FAR), 48 Code of Federal Regulations (CFRs), Part 27; and Patents, Data, Copyrights, contained in the Department of Defense Supplement (48 CFR, Part 227).

p. Review PROSPECT Course Introduction statement on inside of applicable course material: The material in this course will enhance your skills as a member of your assigned Community of Practice. Each student has a responsibility to apply what they learn in the PROSPECT course to the work that they do and to share what they have learned with other team members. In this way, we each play an important role in building the learning organization critical to our ability to be flexible, innovative and responsive to changing needs of our clients,

customers and partners. A learning environment is key to our continued success and to sustaining a challenging and stimulating workplace.

q. The materials used in this training course were developed by the U.S. Army Corps of Engineers for use in the Proponent-Sponsored Engineer Corps Training (PROSPECT) Program. The materials are the property of the United States Government and may not be used for any other purposes without prior approval by the Chief, USACE Learning Center, Huntsville, AL, ATTN: CEHR-ULC, P.O. Box 1600, Huntsville, AL 35807-4301.

r. (**BC Slide #20**):

(1) Thank you for being here. Please do not hesitate to let us know if we can help you in any way.

(2) We want you to have a positive training experience and enjoy our community.

(3) So that we may better serve you and future students please do not hesitate to call our attention to any issues of concerns you have. Also be reminded that the end-of-course evaluation critique sheet (CEHR-P Form 924) is an excellent vehicle for listing your comments.

7. Start first course lesson.