



General Instructor Training

Rules & Regulations

Student Conduct:

Students of all college programs, curriculum and non-curriculum, will be expected to conduct themselves at all times as mature and responsible individuals and should show a high regard for college facilities, property, and for the personal property of others. Enrolling students are responsible for acquainting themselves with all college regulations.

College regulations that serve to control such activities as traffic, parking, smoking, and other aspects of personal conduct must be observed. Students may be suspended or dismissed for conduct that is considered in violation of the Student Code of Conduct while on campus or while participating in school-sponsored activities either on or off campus.

The decision to suspend or dismiss students for violations of the College Code of Conduct will be at the discretion of the Vice President of Student Affairs.

Dress Code:

Classroom dress code will be business casual on all days, other than during final 70- minute presentations. Trainees should dress to impress on the day of their final presentation.

T-shirts, shorts, and jeans are unacceptable at all times during this training course.

Attendance:

Trainee attendance is one key to successful completion of the general instructor training course. Therefore, trainees are required to attend 100% of the course offering. If a student is absent or tardy from any part of the course offering he/she will be dismissed from the training program. Trainees are expected to be ready to train at the time the training course is scheduled to begin. It is strongly suggested you arrive 15 minutes prior to the scheduled start time to prevent any possibility of being tardy. Tardiness will not be tolerated!

Electronic Devices:

Any and all electronic communication devices (such as cell phones, iPhones, blackberries, pagers, etc.) are **PROHIBITED** within the examination testing site for all Commission state comprehensive examinations. Any discovery of such a device, regarding an examinee(s), will cause an automatic dismissal from the testing site and possible further review and enforcement action by the appropriate Education and Training Standards Commission (the Commission). **This dismissal includes devices which are turned off and in a pocket or backpack, etc.** Trainees are prohibited from bringing pagers or cell phones into the classrooms.

If a trainee has an emergency situation this should be brought to the attention of the school director. Routine departmental issues are not deemed an emergency situation. Trainees will only utilize computers during specified times or when directed to do so by the attending instructor.

LESSON PLAN/PRESENTATION REQUIREMENTS

Topic:

The trainee's topic of choice must be criminal justice related and must be a topic that will benefit the trainee's perspective agency. Trainees' are required to have their topic approved by the school director. Topics outside of the criminal justice spectrum, or that are not related to the trainee's perspective agency, will not be approved. Trainees' are not allowed to utilize a topic that requires a specialty instructor certification from the North Carolina Criminal Justice Education and Training Standards Commission, or a topic the school director deems as high liability. Trainees are discouraged from selecting departmental policy as a topic due to the limitations on the number of references available.

First Topic Submission due by Monday, October 24th, 2022, 0800.

Plagiarism:

Any evidence of plagiarism on the trainee's part will result in the trainee's immediate dismissal from the general instructor training course. The trainee's perspective agency will be notified of the incident and reason for dismissal. To successfully complete general instructor training trainees should demonstrate the ability to develop an original lesson plan.

Lesson Plan Rough Draft:

A completed rough draft of the trainee's lesson plan is due on the date noted on the course schedule. If for any reason a trainee fails to turn in a completed rough draft with all required parts on the date assigned, then the trainee will be dismissed from the general instructor training course.

First Rough Draft Due---Friday, October 28th, 2022, 0800.

Instructional Method:

Trainees must utilize the lecture instructional method. Vance-Granville Community College Law Enforcement Training considers the lecture method to be the instructor candidate standing in front of his/her students and orally presenting information directly from the trainees prepared lesson plan. A demonstration lesson plan is unacceptable during the general instructor training course offering. Examples of demonstrations include, but are not limited, to the following: explaining forms, reading forms, demonstrating a process, requiring students to complete an activity, etc. If for any reason a trainee has more than 15 minutes of nonteaching time the trainee will be marked deficient for the course offering and will not receive course credit. If a trainee is unsure of what is considered lecture versus demonstration, or what is considered non-teaching time, then the trainee is vigorously encouraged to seek guidance from the school director as soon as possible.

Final Lesson Plan Submission:

Students shall submit a completed lesson plan in semi-manuscript format and this shall be submitted to the 70-minute evaluator before the presentation. In addition to the submission of the lesson plan, the student must submit:

1. an academic checklist with a minimum of 5 training objectives
2. an academic checklist with at least three different types of references and at least three current (written in the last three years) references correctly cited
3. Copies of all training aids used during the presentation
4. Endnotes clearly documenting where informational sources were obtained
5. A minimum of six test questions of at least three different types and, on a separate page, the answers for those six questions.

References:

When a trainee submits a final draft of his/her written lesson plan the trainee should include a copy of the individual page referenced with an end note in the lesson plan. These pages should be in the order they are listed on the notes page. The entire reference is not needed, only the page containing the material utilized in the lesson plan. The material referenced should be highlighted for the evaluating instructor to easily find. If a trainee fails to submit a page containing a reference end noted then this reference will not count towards the trainee's overall count of references.

Format:

ISD

Training Aids:

Use at least 10 different training aids of at least three different types.

STATE EXAM REQUIREMENTS

Students must score 75 percent or higher on the State Certification Examination to be eligible for Instructor Certification

Opportunity for One Retest -- Students scoring between 65percent and 74percent will be given the opportunity for one retest. This must be requested within 30 days of the original examination and completed within 60days of the original examination.

Trainee Responsibility: It is the trainee's responsibility to seek assistance from an instructor or the school director in any area where the trainee may need guidance or clarification.

Any questions can be directed to Director Brandon Bishop at bishopb@vgcc.edu or 919-671-3809. All submissions should be forwarded to the above listed email.

Student Signature

Date

General Instructor Training Applicant File

NAME: _____ AGENCY: _____

Address: _____ Address: _____

Primary Contact: _____ Work Phone: _____

SS# (Last 4 only): _____ Date of Birth: ___ / ___ / _____

Email: _____

- I. **Criminal Justice Experience – 4-year minimum requirement at the time of application for probationary instructor certification, which must be made within 60 days after successful completion of the state administered exam.**

Law Enforcement Experience	Agency (Most Recent)	Date Employed	Date Separated	Total Service Time
Corrections Experience				
Other Criminal Justice Experience (specify)				

II. Education – Must possess High School Diploma or GED

GED:	High School Diploma: (Year) (School)	Associate Degree: Major:
Bachelor Degree: Major:	Masters Degree: Major:	PhD: Major:

III. Training -- Attach summary statement or outline of training received.

Law Enforcement Hours: _____ **Corrections Hours:** _____

Other Related Hours: _____

IV. Skills -- Check each of the tasks at which you have proficiency.

Typing WPM		LCD Projector	
Use of camcorder		Overhead Projector	
Use of VCR		Opaque Projector	
Video tape dubbing		Use of Computer	
Copy Machine Use	Software Applications:		
	• Microsoft Word		
	• WordPerfect		
	• Corel		
	• Adobe		
Copy Machine (Enlarging/Reducing)	• Microsoft PowerPoint		
		CD Burning	
Video Embedding		DVD Burning	
		Conducting internet search For information	

V. Access / Availability of Resources

Equipment	Yes	No
Personal Computer		
Laptop Computer		
Printer		
CD/DVD Disc Player		
CD/DVD Disc Burner		
USB Thumb Drive		
Copy Machine		
Internet Access		

VI. Lesson Plan Topics

Each student must develop and present a 70 minute lesson plan as part of the terminal course requirements. The lesson plan topics are restricted to “criminal justice” topics, such as those found in Basic Law Enforcement Training and Correctional Officer Training, however, students are not restricted to just those topics. School Directors are responsible for approving all lesson plan topics. You will not be permitted to develop lesson plans on topics requiring firearms or subject control/arrest techniques certifications.

VII. Course Requirements, Expectations and Overview

Instructor training for criminal justice personnel is a two-week course divided into 15 units, each designed for the specific purpose of providing to the student the information necessary to accomplish the terminal performance objectives of the course. Week one is devoted primarily to classroom lectures and the development of a 70-minute lesson plan. Week two provides the student with several opportunities to practice the delivery of this lesson plan to a group of classmates, while being assessed by state certified evaluators. The terminal student performance objectives for successful completion of this course are:

1. Develop a comprehensive manuscript lesson plan using the ISD training model.
2. Develop non-verbal and verbal communication skills that transfer to the instructional setting.
3. Conduct a thorough literature review that will aid in lesson plan construction and delivery.
4. Construct measurable training objectives and then gather and write information that supports them.
5. Differentiate between the basic concepts of adult learning, and apply these to an instructional setting.
6. Identify the most appropriate instructional methods to use with the law enforcement profession.
7. Design and implement safe practical exercises and demonstrations in a classroom environment.

8. Identify and design a variety of audio-visual aids that can be used effectively in a classroom environment.
9. Given guidelines in the course materials, construct test questions that accurately measure student knowledge using a variety of questioning styles.
10. Determine the civil liability implications from negligent or faulty instruction.
11. Teach a 70-minute block of instruction using the guidelines and requirements listed in the course orientation.

In addition to the above, a state exam will be administered with a minimum passing score of 75% expected. Obviously, this course establishes high standards and expectations. The degree of student involvement **is intense and can be extremely stressful** and will require a commitment from the student as well as the student's employing agency and family.

Successful students typically spend 60-80 hours the first week preparing their lesson plan for use during the second week of class. The lesson plan research and preparation must be the student's own work and will require good reading, writing and keyboarding skills. Past history has demonstrated those students with good to excellent computer/word processing skills achieve at a high level in this course.

VIII. **Reading, Writing and Computer Skills**

Although not presently required by the North Carolina Administrative Code, it is highly recommended that individuals contemplating enrollment in General Instructor Training be tested and meet the following minimum prerequisites:

Reading Level: 11th grade **Writing level:** 11th grade

Computer Skills: Basic Word Processing

Individual "School Directors" are permitted to establish reading, writing, and minimum computer skill standards at their training sites.

I have completed and reviewed the information established by this Applicant Worksheet and believe I meet the requirements for enrollment in the General Instructor Training and will be successful in completing the course requirements.

Student Signature: _____ Agency Official: _____

Date: _____ Rank/Title: _____