Course Announcement

To: All Law Enforcement and Correctional Agencies

From: John C. Moses  
Director of Criminal Justice  
Wor-Wic Community College

Date: April 23, 2012

Re: Basic Instructor School  
CJA008-5006 (40 hours)  
August 20 to 24, 2012  
MPTC Approval # Pending

Location: Eastern Shore Criminal Justice Academy  
Guerrieri Hall/203  
32000 Campus Drive  
Salisbury, MD 21804  
410-572-8750  
FAX 410-572-8759

Dates & Times:  
Monday, August 20  7:45 am to 5:00 pm  
Tuesday, August 21 to  
Friday, August 24  8:00 am to 5:00 pm

Fee:  
Wicomico County $132  
Worcester/Somerset Counties $124  
Other Counties $142

Note: These fees are subject to change on July 1st depending on county budget appropriations.

This course is deigned to meet the requirements for Basic Instructor Certification.

This is a "hands on" program which will include the following topics: describing roles and characteristics of a great instructor, discussing adult learning styles, demonstrating effective communication and speaking skills, learning how to plan and organize your presentation, how to develop and use instructional media, preparing a standardized curriculum/lesson plan, learning facilitation techniques, defining open and closed questioning in the classroom, strategies of classroom management, and techniques for successful team teaching.

Upon completion of this course, the student should be able to:

1. Identify methods for making instruction interactive.  
2. Describe how physical appearance and body language can affect visual effectiveness when conducting training.  
3. Explain the steps in the training documentation process.  
4. Identify and create performance objective statements for the cognitive, affective and psychomotor domains.  
5. Develop an effective lesson plan.  
6. Select appropriate instructional media to accompany training.  
7. Explain strategies for dealing with problems and disruptions in the classroom.
This course is designed to meet requirements as mandated by the Maryland Police and Correctional Training Commissions and to meet the annual in-service requirements.

Since we are restricted to the size of the class, we suggest a quick response be made to reserve your seat/s. Reservations may be made by telephone but MUST be followed up with the enclosed reservation form that can be faxed to Ms. Etta Smith, ESCJA secretary. All class reservations must be submitted to the ESCJA on the attached form via fax or mail, to ensure your reservation.

NOTE: Anyone attending this in-service must be in attendance for the full session. Time missed will be deducted from the hours available for in-service credit. All officers wearing a handgun on campus in plain view MUST also wear his/her badge in plain view.

Dress Code

Please remind attendees of the academy dress code which is uniform or court appropriate attire only. No jeans, shorts, sweat clothes or casual attire are permitted unless specifically required for the class (e.g. Defensive Tactics). If you have any questions please call the academy at 410-572-8750.

You will be billed by Wor-Wic Community College billing office. If you need to contact them, their number is 410-334-2923.
Reservation Section

To reserve seats for this school, please complete this form in its entirety and return it promptly. For all officers attending you must provide their name and certification number as well as all other pertinent information requested below.

PLEASE PRINT ALL INFORMATION
FAX 410-572-8759 or email esmith@worwic.edu

Basic Instructor School
August 20 to 24, 2012

Name (Please Print)                          Certification # (Required)
1.__________________________________________
   ________________________________________
2.__________________________________________
   ________________________________________
3.__________________________________________
   ________________________________________
4.__________________________________________
   ________________________________________
5.__________________________________________
   ________________________________________

Sheriff/Chief/Warden/Manager_________________________Date_______________

Contact Person (Please Print)_________________________Phone #______________

Department/Agency______________________________

Address___________________________________City_____________State______Zip____

Cancellation Section

Please complete this section to withdraw any officer from the above course. This form must be completed and faxed (410-572-8759) to the academy office prior to the beginning of the class.