

## Instructor Training Applicant Worksheet

Student Applicant: \_\_\_\_\_

Phone Number (*Best contact*): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

- I. Criminal Justice Experience – 4-year minimum requirement at the time of application for probationary instructor certification. List years and type of criminal justice experience (rank, area of command). Please be specific.**

| Start Date | End Date | Rank and Area of Agency Responsibility | Agency |
|------------|----------|--|--------|
|            |          |  |        |
|            |          |  |        |
|            |          |  |        |
|            |          |  |        |

- II. Education – Must possess a High School Diploma or GED.**

Highest Level of Education: \_\_\_\_\_

Degree(s): \_\_\_\_\_

- III. Training – Attach a summary statement or outline of the training you have received.**

Law Enforcement Hours \_\_\_\_\_ Detention/Corrections Hours \_\_\_\_\_

Other Related Hours \_\_\_\_\_

- IV. Skills – Check each of the tasks at which you are proficient.**

*On a scale of “1” through “5”, with “5” being the highest/most skilled and “1” being the lowest/no skill, please rate your proficiency in the following:*

| Skill                  | Rating |
|------------------------|--------|
| Microsoft Office Word  |        |
| Microsoft PowerPoint   |        |
| Laptop Computer/Tablet |        |
| LCD Projector          |        |
| Video Embedding        |        |
| Online Research        |        |

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### V. Access/Availability of Resources

| Equipment       | Yes | No |
|-----------------|-----|----|
| Laptop Computer |     |    |
| USB Thumb Drive |     |    |
| Wireless 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. The School Director will be responsible for approving all lesson plan topics. You will not be permitted to develop lesson plans on topics that require specialized instructor certifications.

### VII. Course Requirements, Expectations, and Overview

Instructor training for criminal justice personnel should not exceed 15 business days and is divided into 15 units, each designed for the specific purpose of providing the student the information necessary to assist the instructor candidate in developing their own instructional style. 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 criminal justice profession.
7. Identify and design a variety of audio-visual aids that can be used effectively in a classroom environment.
8. Given guidelines in the course materials, construct test questions that accurately measure student knowledge using a variety of questioning styles.
9. Determine the civil liability implications from negligent or faulty instruction.
10. Teach a 70-minute block of instruction using the guidelines and requirements listed throughout the Instructor Training program.

In addition to the above, a state exam will be administered with a minimum passing score of 75%. This course establishes high standards and expectations. The degree of student involvement is intense, 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 per week preparing their lesson plan, practicing instruction, and working on student engagement exercises. The lesson plan research and preparation must be the student's own work and will require good reading, writing, and typing skills. Past history has demonstrated those students with good to excellent computer/word processing skills achieve at a high level in this course.

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### 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:** 11<sup>th</sup> grade    **Writing level:** 11<sup>th</sup> 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 Instructor Training and will do my best to be successful in completing the course requirements.*

**Student Printed Name:**

**Student Signature (PDF Digital or Hand Signed):**

**Date:**