

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
TRAINING DIRECTORATE**

**TRAINING MANAGEMENT AND
COORDINATION DIVISION**



**Homeland
Security**

SYLLABUS

LAW ENFORCEMENT ADJUNCT INSTRUCTOR TRAINING PROGRAM

SH100

FEB/03

LAW ENFORCMENT ADJUNCT INSTRUCTOR TRAINING PROGRAM (LEAITP)

SYLLABUS

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GENERAL INFORMATION

History and Purpose of the LEAITP

The Law Enforcement Adjunct Instructor Training Program (LEAITP) is designed to enhance the teaching effectiveness of law enforcement personnel who teach on an occasional basis or for an instructional detail of short duration. The Training Methodologies Branch (TMB) of the Training Management Division (TMD) manages the program.

A variety of instructional and learning methodologies are incorporated into the program. For example, the program includes lecture, demonstration, discussion, small group activities, problem solving, and role-play.

Qualification for Attendance

For acceptance into this program the participant should be a full-time law enforcement officer/agent, and/or a part-time trainer within the agency. Optionally, the participant should be in a position that requires him/her to instruct courses to law enforcement personnel.

Length of Program

The LEAITP is four instructional days in length and consists of thirty-two (32) course hours.

LEAITP Vs XP_LEAITP

The LEAITP was designed to be taught at the FLETC facility in the Instructor Training Classroom. The XP_LEAITP, which is the export version of the program, was designed to be taught at a facility other than FLETC. There are minor differences between the two. Primarily, the FLETC program includes a longer lesson on PowerPoint that is taught in the computer classroom. This version can be exported if such a classroom is made available. Otherwise, the XP_LEAITP is taught with a one-hour overview to PowerPoint, with no hands-on training. An additional hour is added to Classroom Management.

Standard Daily Schedule

	Begin	End
Morning Session	7:30 a.m.	11:30 a.m.
Lunch	11:30 a.m.	12:30 p.m.
Afternoon Session	12:30 p.m.	4:30 p.m.

Student Evaluation

The student's are required to complete the course and prepare and present a thirty-minute presentation on a law-enforcement or job related subject according to the principles and techniques introduced during the courses of instruction.

Additional Information

Additional information concerning the LEAIP may be obtained by contacting:

Branch Chief
Training Methodologies Branch
Training Management Division
Federal Law Enforcement Training Center
Glynco, GA. 31524
(912) 267-2523

COURSE INFORMATION

LEAITP

Course Description and Objectives

Responsibility for the supervision and delivery of instructional material taught to the students by the Center's instructional staff rests with the Office of Training.

The course description and objectives are presented in alphabetical order in the following format: course title, length, and method of presentation, description, terminal performance objectives, enabling performance objectives, special requirements and method of evaluation. The length of the course is presented in hour and minute notations. Four methods of presentation are listed with this format:

Lecture/Discussion – A training situation in which an instructor presents students with materials and generates class discussions.

Student Centered Learning – A methodology whereby the instructor oversees various student activities involving learning. Methodologies will include group discussions, problem solving, brainstorming, skits, role-plays, etc.

Laboratory - Non-graded 10-minute and 30-minute presentations in which students practice instructional skills under the guidance of an evaluator.

SYLLABUS

COURSE TITLE: CLASSROOM EQUIPMENT OPERATION

COURSE NUMBER: 135

COURSE DATE: 12/02

LENGTH OF PRESENTATION:

LECTURE / PROBLEM SOLVING	LAB	P.E.	TOTAL	PROGRAM
1:00			1:00	LEAITP-XP

DESCRIPTION:

This course familiarizes the student with basic and current audiovisual equipment used in an instructional presentation. This lesson is designed to be taught in the LEAITP-XP program. Equipment available in the classroom will be different at every export location. The instruction is tailored to the type of equipment found in the classroom.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

Having been assigned a thirty of fifty-minute presentation, the participant will effectively operate the classroom equipment, in a manner which will enhance the learning environment.

ENABLING PERFORMANCE OBJECTIVES (epo):

1. Identify the operational aspects/functions of available classroom equipment.
2. Identify the special features of the classrooms.
3. Practice operating all classroom equipment.

STUDENT SPECIAL REQUIREMENTS:

NONE

METHOD OF EVALUATION:

Demonstrated proficiency

SYLLABUS

COURSE TITLE: CLASSROOM MANAGEMENT ISSUES

COURSE NUMBER: 134

COURSE DATE: DEC/02

LENGTH OF PRESENTATION:

LECTURE	LAB	P.E.	TOTAL	PROGRAM	OPTION
1:00			1:00	LEAITP	IN HOUSE

DESCRIPTION:



This course identifies activities and issues that contribute to effective classroom management for which the instructor is responsible. Classroom problems are presented and discussed. This lesson is intended for the LEAITP run in the FLETC instructor classroom, as it is a one-hour block in that program.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

Given scenarios involving classroom management issues, the participants will articulate necessary steps to take to effect successful resolutions.

ENABLING PERFORMANCE OBJECTIVES (EPO):

1. Identify significant considerations that affect instructor credibility and the learning environment and articulate possible solutions.
2. Identify problem student behaviors and list possible solutions.

STUDENT SPECIAL REQUIREMENTS:

NONE

METHOD OF EVALUATION:

Demonstrated proficiency in a classroom exercise.

SYLLABUS

COURSE TITLE: CLASSROOM MANAGEMENT ISSUES

COURSE NUMBER: 155

COURSE DATE: MAR/03

LENGTH OF PRESENTATION:

LECTURE	LAB	P.E.	TOTAL	PROGRAM	OPTION
2:00	1:00		3:00	LEITP	
1:30	:30		2:00	LEAITP	EXPORT



DESCRIPTION:

This course identifies activities and issues that contribute to effective classroom management for which the instructor is responsible. Classroom problems are presented and discussed. This lesson is intended for the LEAITP run in the FLETC instructor classroom, as it is a one-hour block in that program.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

Given scenarios involving classroom management issues, the participants will articulate necessary steps to take to effect successful resolutions according to pertinent FLETC directives.

ENABLING PERFORMANCE OBJECTIVES (EPO):

1. Identify significant considerations that affect instructor credibility and the learning environment.
2. Discuss some implications of sex harassment, student fraternization, and racial, cultural, and religious insensitivities.
3. Identify problem student behaviors and list possible solutions.

STUDENT SPECIAL REQUIREMENTS:

NONE

METHOD OF EVALUATION:

Demonstrated proficiency in a classroom exercise.

SYLLABUS

COURSE TITLE: INTRODUCTION TO COMPUTER GRAPHICS

COURSE NUMBER: 3137

COURSE DATE: NOV/02

LENGTH AND METHOD OF PRESENTATION:

LECTURE	LAB	P.E.	TOTAL	PROGRAM	EPO'S
1:00	1:00		2:00	FPS-CITAT	1,2,3
1:00	1:00		2:00	DITP	1,2,3
1:00	1:00		2:00	HCFITP	1,2,3
1:00	2:00		3:00	WCCTP	1,2,3
1:00	2:00		3:00	BLESTP	1,2,3
1:00	1:00		2:00	LEAITP	1,2,3,4
1:00	2:00		3:00	LEITP	1,2,3,4

DESCRIPTION:

This course provides the student with an overview of graphic presentations for use in the classroom or training environment. Microsoft PowerPoint is discussed, demonstrated and used as the tool for all exercises.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

Given a computer system, including printer and PowerPoint software, the student will create a slide presentation consisting of a minimum of five slides with clip art examples and display that presentation in the classroom.

ENABLING PERFORMANCE OBJECTIVES (EPO):

1. Identify the procedure for creating a PowerPoint presentation.
2. Identify the procedure for displaying a PowerPoint presentation.
3. Display the selected PowerPoint presentation.
4. Apply the principles of presentation graphics design to develop a series of graphics for a training course or simulated investigation.

STUDENT SPECIAL REQUIREMENTS:



NONE

METHOD OF EVALUATION:

Demonstrated proficiency in a classroom exercise.

SYLLABUS

COURSE TITLE: LEARNING METHODOLOGIES

COURSE NUMBER: 153

COURSE DATE: APR/02

LENGTH OF PRESENTATION:

LECTURE / PROBLEM SOLVING	LAB	P.E.	TOTAL	PROGRAM	Objectives
1:00	1:00		2:00	LEAITP, XP_LEAITP	1,2
1:00	2:00		3:00	LEITP	1,2,3

DESCRIPTION:

This course examines numerous methods of instruction and identifies criteria for selecting appropriate methods that facilitate and enhance adult learning.

TERMINAL PERFORMANCE OBJECTIVE:

Given a topic to be presented in an instructional session, the student will select and employ appropriate methods of instruction as delineated during the course of instruction.

ENABLING PERFORMANCE OBJECTIVE:

1. Demonstrate eight methods of instruction suitable for the adult learner.
2. Identify six criteria used in determining an appropriate instructional method.
3. Prepare and present an instructional session using an appropriate instructional methodology.

SPECIAL REQUIREMENTS:

NONE

METHOD OF EVALUATION:

Demonstrated proficiency

SYLLABUS

COURSE TITLE: LESSON PLAN DEVELOPMENT

COURSE NUMBER: 157

COURSE DATE: FEB/02

LENGTH OF PRESENTATION:

LECTURE / PROBLEM SOLVING	LAB	P.E.	TOTAL	PROGRAM	Objectives
1:30	:30		2:00	LEAITP, XP_LEAITP	1,2
2:00	1:00		3:00	LEITP	1,2,3

DESCRIPTION:

This course provides an overview of lesson plan development. It includes identification of the various uses, components and development of lesson plans. The classroom instruction and student-centered learning environment will provide the basis for development of an effective lesson plan for the Law Enforcement Instructor Training and Law Enforcement Field Instructor Programs.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

Having selected a work-related topic, the student will write an appropriate lesson plan, according to guidelines in FLETC Manual (FM) 94-01.

ENABLING PERFORMANCE OBJECTIVES (EPOs):

1. Identify the uses of a lesson plan.
2. Identify the components of a lesson plan.
3. Identify the parts of the course development process flowchart from FM 94-01.

STUDENT SPECIAL REQUIREMENTS:

NONE

METHOD OF EVALUATION:

NONE

SYLLABUS

COURSE TITLE: PERFORMANCE OBJECTIVES DEVELOPMENT

COURSE NUMBER: 116

COURSE DATE: DEC/02

LENGTH AND METHOD OF PRESENTATION:

LECTURE / PROBLEM SOLVING	LAB	P.E.	TOTAL	PROGRAM
2:00	1:00		3:00	LEITP
2:00			2:00	LEAITP, XP_LEAITP

DESCRIPTION:

This course is designed to introduce prospective and practicing instructors to the purpose and structure of performance objectives. The emphasis of the course is on writing terminal performance objectives (TPOs) which are well focused and complete, each containing a condition, a performance, and a standard, and on writing enabling performance objectives (EPOs) which are the steps to be mastered in order to perform the terminal performance objective. The relationship between the objectives and the evaluation instrument is an underlying principle that will be referred to throughout. Classroom lecture, student questions and discussions, individual and group exercises, and an in-class practice laboratory are included. The LEITP program includes a one-hour objective writing lab.

TERMINAL PERFORMANCE OBJECTIVE:

Having selected a work-related topic for a 30 or 50-minute presentation, the participant will write a TPO and related EPO's, in accordance with FLETC directive 94-01.

ENABLING PERFORMANCE OBJECTIVES:

1. Identify and describe the three components of a terminal performance objective.
2. Identify elements of an enabling performance objective.

STUDENT SPECIAL REQUIREMENTS:

NONE

METHOD OF EVALUATION:

Demonstrated proficiency

SYLLABUS

COURSE TITLE: EFFECTIVE POWERPOINT OVERVIEW

COURSE NUMBER: 133

COURSE DATE: 12/02

LENGTH OF PRESENTATION:

LECTURE / PROBLEM SOLVING	LAB	P.E.	TOTAL	PROGRAM
1:00			1:00	XP_LEAITP

DESCRIPTION:

This course serves as an overview to the effective use of PowerPoint in a learning environment. It was designed for training programs where computers are not readily available to the class participants during the instructor training program, although the participants will use it when preparing for lessons they will be giving in other locations. Students frequently criticize the overuse or misuse of PowerPoint by instructors. The lesson is designed to cover the common misuses of PowerPoint and effective techniques used to create PowerPoint presentations.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

Having been assigned to conduct a lesson, the participant will be able design and create an effective PowerPoint presentation, which enhances the lesson and does not create distractions to the learning environment.

ENABLING PERFORMANCE OBJECTIVES (EPOs):

1. List and explain the steps in creating an effective PowerPoint presentation.
2. Identify common misuses of PowerPoint presentations.
3. Identify effective themes and color combinations.
4. Identify effective techniques used to design PowerPoint presentations.

STUDENT SPECIAL REQUIREMENTS:

None

METHOD OF EVALUATION:

Demonstrated proficiency in the Final Lab.

SYLLABUS

COURSE TITLE: PRESENTATION LABORATORY

COURSE NUMBER: 118

COURSE DATE: MAR/2002

LENGTH OF PRESENTATION:

LECTURE / PROBLEM SOLVING	LAB	P.E.	TOTAL	PROGRAM	Objectives
	7:00		7:00	LEAITP, XP_LEAITP	2
	11:00		11:00	LEITP	1,2

DESCRIPTION:

This laboratory experience permits the student to deliver two different (unrelated) instructional presentations on law enforcement or occupationally related topics.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

Given the requirement to conduct two instructional sessions, the student will demonstrate the ability to prepare and communicate performance objectives, use a lesson plan outline, employ various instructional methodologies, and to speak effectively.

ENABLING PERFORMANCE OBJECTIVES (EPOs):

1. Conduct a ten (10) minute presentation (outline notes are encouraged).
2. Conduct a thirty (30) minute presentation utilizing interactive methods of instruction. A lesson plan and training aids must be utilized.

STUDENT SPECIAL REQUIREMENTS:

NONE

METHOD OF EVALUATION:

NONE

SYLLABUS

COURSE TITLE: PRESENTATION PREPARATION

COURSE NUMBER: 117

COURSE DATE: DEC/02

LENGTH AND METHOD OF PRESENTATION:

LECTURE / PROBLEM SOLVING	LAB	P.E.	TOTAL	PROGRAM
	5:00		5:00	LEAITP, XP_LEAITP
	11:00		11:00	LEITP

DESCRIPTION:

Participants will be given time during the program to prepare for their thirty and fifty minute presentations. The computer lab adjacent to the instructor classroom will be available for their use. Additionally, participants are allowed to prepare for their presentations in their offices. A staff member will be available to the participants for any questions they might have regarding lesson plans; student centered learning, test items, PowerPoint and other related topics.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

Having selected a topic for a thirty or fifty-minute presentation, the participant will prepare for his/her lesson(s), with a goal toward presenting a well-organized, logically-presented presentation with effective use of student-centered learning.

ENABLING PERFORMANCE OBJECTIVES (EPO's):

1. Prepare an acceptable lesson plan for a thirty and fifty-minute presentation.
2. Prepare an effective PowerPoint presentation (if used) to enhance a thirty or fifty-minute presentation.

STUDENT SPECIAL REQUIREMENTS:

NONE

METHOD OF EVALUATION:

Instructor will review Presentation Preview Sheets submitted by participants.

SYLLABUS

COURSE TITLE: PRESENTATION SKILLS

COURSE NUMBER: 152

COURSE DATE: JUL/02

LENGTH OF PRESENTATION:

LECTURE / PROBLEM SOLVING	LAB	P.E.	TOTAL	PROGRAM
2:00			2:00	XP_LEAITP, LEAITP, LEITP

DESCRIPTION:

This course is designed to provide new instructors with an opportunity to practice for the 30-minute presentation. Although getting the students to achieve the course objectives is the primary consideration in a training environment, this course addresses that which is commonly referred to as the “platform skills.” While these instructional competencies are not the most important qualifications for a facilitator or instructor in a student-centered learning environment, this course does offer the students the opportunity to identify appropriate instructional attitudes and address a variety of specific personal concerns regarding the instructional situation.

TERMINAL PERFORMANCE OBJECTIVE:

During the 30-minute and 50-minute presentations, the student will employ effective delivery techniques to enhance the instructional presentation.

ENABLING PERFORMANCE OBJECTIVES:

1. Identify effective classroom attitudes and focus.
2. Identify specific areas of personal concern.
3. Present a topic while practicing an identified behavior.
4. Identify and practice the elements of dynamic speaking.

STUDENT SPECIAL REQUIREMENTS:

There are no special requirements.

METHOD OF EVALUATION:

Demonstrated proficiency in the 50-minute final practical exercise, or, for LEAITP and XP_LEAITP, the 30-minute lab.

SYLLABUS

COURSE TITLE: STUDENT-CENTERED LEARNING

COURSE NUMBER: 101

COURSE DATE: DEC/02

LENGTH OF PRESENTATION:

Methodology	LEITP	LEAITP, XP_LEAITP
Lecture/Discussion	1.0	1.0
Group Presentations	1.5	1.0
Practical Exercise		
Laboratory		
TOTAL	2.5	2.0

DESCRIPTION:

This course introduces the participants to the aspects of student-centered learning (SCL) methodologies. Student-centered learning places the focus on the students and on active learning, whereas teacher-centered learning focuses more on the instructor as imparter of information. The concepts of team building, team roles and team projects are introduced, including the techniques of brainstorming, "jigsawing," discussion and forming consensus reports. During the course the students work in teams on introductory projects such as defining the procedures involved with SCL, determining the benefits of SCL, and on identifying the roles of the classroom facilitator and of the learner in an SCL setting.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

Within a classroom environment, the participant will be able to conduct a variety of student-centered learning activities by engaging the students in several effective learning exercises and projects in order to bring about competency in the particular topic or subject matter.

ENABLING PERFORMANCE OBJECTIVES (EPOs):

1. **(LEAITP ONLY)** Identify the fundamental aspects of student-centered learning.
2. Identify the benefits of student-centered learning.
3. Identify the role of the learner in a student-centered learning environment.

STUDENT SPECIAL REQUIREMENTS:

There are no special requirements.

METHOD OF EVALUATION:

Demonstrated proficiency in the Final Practical Exercise (LEAITP).

SYLLABUS

COURSE TITLE: TEAM BUILDING

COURSE NUMBER: 114

COURSE DATE: APR/02

LENGTH OF PRESENTATION:

Methodology	LEITP	LEAITP, XP_LEAITP
ecture/Discussion	:30	:30
Group Problem Solving	:30	
Group Presentations	1:00	1:00
Brainstorming	:30	:30
Practical Exercise		
Laboratory		
TOTAL	2:30	2:00

DESCRIPTION:

This course serves as an opening to the program and affords the participants the opportunity to become familiar with team members and comfortable in the team environment. Participants will work in teams on student centered learning projects throughout the two-week program.

TERMINAL PERFORMANCE OBJECTIVE:

Having been placed in a team environment, the participant will become familiar with team members and work in an effective, functional team environment, and successfully complete assigned team projects.

ENABLING PERFORMANCE OBJECTIVES:

1. List and describe the various roles of team members.
2. Interview and introduce one member in your team.
3. **(LEITP ONLY)** As a team, come up with a list of items you would want to bring onto an island if your team was stranded there, and make a presentation to the rest of the class.
4. As a team, brainstorm possible law enforcement related topics to use in your 30 and 50-minute presentations.

SPECIAL REQUIREMENTS:

Handout for the Marooned exercise.

METHOD OF EVALUATION:

Demonstrated Proficiency.

SYLLABUS

COURSE TITLE: TRAINING TOOLS

COURSE NUMBER: 119

COURSE DATE: MAR/02

LENGTH OF PRESENTATION:

LECTURE / PROBLEM SOLVING	LAB	P.E.	TOTAL	PROGRAM
 1:00			1:00	XP_LEAITP, LEAITP, LEITP

DESCRIPTION:

This course presents appropriate training tools and their significance in an adult learning environment. It is designed to provide participants with an awareness of effective training tools to employ in their roles as instructors. Techniques and materials will be provided for hands-on activities during an in-class exercise.

TERMINAL PERFORMANCE OBJECTIVE:

Given instructional methodologies, training tools, and an opportunity to prepare, students will identify and create appropriate training tools to use in their presentations, according to course instruction.

ENABLING PERFORMANCE OBJECTIVES:

1. Identify training tools that effectively support and enhance the objectives.
2. Practice selecting and preparing appropriate training tools.

SPECIAL REQUIREMENTS:

Advance arrangements for Field Trip/Tour must be made.

METHOD OF EVALUATION:

Demonstrated Proficiency.

SYLLABUS

COURSE TITLE: UNDERSTANDING TODAY'S ADULT LEARNERS

COURSE NUMBER: 131

COURSE DATE: MAY/02

LENGTH OF PRESENTATION:

LECTURE	LAB	P.E.	TOTAL	PROGRAM
1:30			1:30	XP_LEAITP, LEAITP, LEITP

DESCRIPTION:

This course is designed to give the participants a fundamental understanding of the new generation of students going through law enforcement training. Typically, today's law enforcement instructors are products of the "baby boomer" generation. The students going through basic law enforcement training today are, for the most part, products of "Generation X". This course was designed to give instructors a feel for the thought process of the "Generation Xers", their priorities, their goals and the most efficient ways to train them.

TERMINAL PERFORMANCE OBJECTIVE:

Having been assigned a group project and given research materials, participants will prepare for, and make, a presentation on the Generation X students, to include their characteristics, job goals and the most effective ways to train them.

ENABLING PERFORMANCE OBJECTIVES:

1. Describe the characteristics of "Generation Xers."
2. Describe the value system of the "Generation Xer."
3. Describe what "Generation Xers" want and expect from a career.
4. Articulate which learning methods will work best with "Generation Xers?"

SPECIAL REQUIREMENTS:

There are no special requirements.

METHOD OF EVALUATION:

NONE

COURSE INFORMATION

LEAITP (in-house) HOURS OF INSTRUCTION

COURSE	LECTURE	LAB	P.E.	TOTAL
Classroom Equipment Operation	1:00			1:00
Classroom Management Issues	1:00			1:00
Introduction To Computer Graphics		2:00		2:00
Learning Methodologies	1:00	1:00		2:00
Lesson Plan Development	1:30	:30		2:00
Performance Objectives Development	1:30	:30		2:00
Presentation Laboratory		7:00		7:00
Presentation Preparation		5:00		5:00
Presentation Skills	2:00			2:00
Student-Centered Learning	2:00			2:00
Team Building	2:00			2:00
Training Tools	1:00			1:00
Understanding Today's Adult Learners	1:30			1:30
TOTAL	14:30	16:00		30:30
Administration Time				1:30
Program Total				32:00

COURSE INFORMATION

XP_LEAITP HOURS OF INSTRUCTION

COURSE	LECTURE	LAB	P.E.	TOTAL
Classroom Equipment Operation	1:00			1:00
Classroom Management Issues	2:00			2:00
Effective PowerPoint Overview	1:00			1:00
Learning Methodologies	1:00	1:00		2:00
Lesson Plan Development	1:30	:30		2:00
Performance Objectives Development	1:30	:30		2:00
Presentation Laboratory		7:00		7:00
Presentation Preparation		5:00		5:00
Presentation Skills	2:00			2:00
Student-Centered Learning	2:00			2:00
Team Building	2:00			2:00
Training Tools	1:00			1:00
Understanding Today's Adult Learners	1:30			1:30
TOTAL	16:30	14:00		30:30
Administration Time				1:30
Program Total				32:00

FEDERAL LAW ENFORCEMENT TRAINING CENTER

Revised: 01/01/03

PROGRAM SPECIALIST: OWEN KELLERMAN
 PROGRAM TECHNICIAN: MARY LATHAM
 EDUCATIONAL AIDE:

LAW ENFORCEMENT ADJUNCT INSTRUCTOR TRAINING PROGRAM

BLDG. NO: 216
 ROOM NO: 129
 WEEK NO: 1

CLASS NO: LEAIP-

AGENCY: MIXED

HOURS	MON	TUE (1)	WED (2)	THU (3)	FRI (4)		
7:30		WELCOME, ORIENTATION, AND ICEBREAKER	157 LESSON PLAN DEVELOPMENT	121 CLASSROOM EQUIPMENT OPERATION	118 30-MINUTE PRESENTATIONS CLASSROOM #1: 129 CLASSROOM #2: _____		
8:30				TEB-1			
8:30				152 PRESENTATION SKILLS			
9:30						TMD-1	
9:30				BSD-1 TMD-1		153 LEARNING METHODOLOGIES	
10:30				131 UNDERSTANDING TODAY'S ADULT LEARNERS			TMD-2
10:30	BSD-1 TMD-1	OSL-1 TMD-1	124 TMD-2 PRESENTATION PREVIEW	BSD-1 DMD-1			
11:30			WORKSHOP TMD-2				
11:30 LUNCH 12:30							
12:30		101 STUDENT-CENTERED LEARNING	3154 POWERPOINT BLDG.: 212 ROOM:	WORKSHOP	118 30-MINUTE PRESENTATIONS CLASSROOM #1: 129 CLASSROOM #2: _____		
1:30							
1:30						EOD-1 SSD-1	FFI
2:30						116 PERFORMANCE OBJECTIVES DEVELOPMENT	155 CLASSROOM MANAGEMENT ISSUES BSD-1
2:30							
3:30						TMD-1	BSD-1
3:30	* 3:30 PROGRAM CRITIQUES (TIME APPROXIMATE)						
4:30	* 4:00 GRADUATION (TIME APPROXIMATE)						
AFTER 4:30	LEAIP.xls	<u>DISTRIBUTION</u> : BSD, DMD, EOD, FFI, OSL, SSD, TEB, TMD		* GRADUATION WILL FOLLOW FINAL PRESENTATION AND PROGRAM CRITIQUES			

FEDERAL LAW ENFORCEMENT TRAINING CENTER

Revised: 01/01/03

PROGRAM SPECIALIST: OWEN KELLERMAN
 PROGRAM TECHNICIAN: MARY LATHAM
 EDUCATIONAL AIDE:

LAW ENFORCEMENT ADJUNCT INSTRUCTOR TRAINING PROGRAM

**BLDG. NO: 216
 ROOM NO: 129
 WEEK NO: 1**

CLASS NO: XP_LEAITP-

AGENCY: MIXED

HOURS	MON	TUE (1)	WED (2)	THU (3)	FRI (4)	
7:30		WELCOME, ORIENTATION, AND ICEBREAKER	157	152	118 30-MINUTE PRESENTATIONS	
8:30			LESSON PLAN DEVELOPMENT	PRESENTATION SKILLS		
8:30						
9:30			BSD-1 TMD-1	BSD-1 TMD-1		
9:30			BSD-1 TMD-1	153		121
10:30			131	LEARNING METHODOLOGIES		CLASSROOM EQUIPMENT OPERATION
10:30			UNDERSTANDING TODAY'S ADULT LEARNERS			
11:30		BSD-1 TMD-1	BSD-1 TMD-1	124 BSD-1, TMD-1 PRESENTATION PREVIEW WORKSHOP BSD-1, TMD-1	BSD-1 TMD-1	
11:30 LUNCH 12:30						
12:30		101	133	WORKSHOP	118 30-MINUTE PRESENTATIONS	
1:30		STUDENT-CENTERED LEARNING	POWERPOINT OVERVIEW TMD-1			
1:30			119			
2:30		BSD-1 TMD-1	TRAINING TOOLS BSD-1			
2:30		116	155			
3:30		PERFORMANCE OBJECTIVES DEVELOPMENT	CLASSROOM MANAGEMENT ISSUES			
3:30						BSD-1 TMD-1
4:30		BSD-1 TMD-1	BSD-1 TMD-1	BSD-1 TMD-1	* 3:30 PROGRAM CRITIQUES (TIME APPROXIMATE) * 4:00 GRADUATION (TIME APPROXIMATE)	
AFTER 4:30	LEAITPxp.xls	<u>DISTRIBUTION:</u> BSD, TMD			* GRADUATION WILL FOLLOW FINAL PRESENTATION AND PROGRAM CRITIQUES	