

APPENDIX R

Worksheets for Implementation

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These worksheets are designed work in concert with the Implementation Job Aids presented in *Appendix Q*. There is not a one-to-one relationship since not all jobs need a standard way of capturing the associated data.

Use the following listing to access the worksheet for the task you want to complete.

Worksheet Number	Title
WS – R.1	Pilot Course Implementation Form (PCIF)

Worksheet Access

Samples of the worksheets are included in this appendix. Refer to the *SOP Downloads (Word Version)* page on TRACEN Petaluma's internet website for the most recent and usable copies of all worksheets and templates:

<http://www.uscg.mil/hq/cg1/TracenPetaluma/SOP/default.asp>

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WS – R.1: Pilot Course Implementation Form (PCIF)

WS-R.1: PILOT COURSE IMPLEMENTATION FORM						
<i>Please complete this form as thoroughly as possible and attach supporting materials as necessary.</i>						
Title of Course:		Course Start Date:	Course End Date:	Lecture Evaluation Date:		
Unit/Lesson #:	Lesson Title:	Instructor:		Pilot Course Evaluator:		
Lesson Times						
Proposed Duration:	Lecture / Lab /Etc.	Proposed Time		Actual Time		Mid-Lecture / Lab Break
		Start	Finish	Start	Finish	
Actual Duration:						
Time-line notes:						
Job Aids						
Yes <input type="checkbox"/> N/A <input type="checkbox"/>						
Job Aid Name:				Job Aids Used: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Job Aid Name:				Job Aids Used: Yes <input type="checkbox"/> No <input type="checkbox"/>		
TERMINAL PERFORMANCE OBJECTIVE (TPO)						
STEPS						
#	Step				How Met	
METHODS OF INSTRUCTION <i>(List the instructional methods used)</i>						
<input type="checkbox"/> Lecture <input type="checkbox"/> Demonstration <input type="checkbox"/> Exercise/Practical <input type="checkbox"/> Exercise <input type="checkbox"/> Exam/Review <input type="checkbox"/> Laboratory <input type="checkbox"/> Role Play/Simulation (RP/S) <input type="checkbox"/> Video Tape/DVD (VIDEO) <input type="checkbox"/> Computer-Based Training (CBT)						
Other:						

WS – R.1: Pilot Course Implementation Form (PCIF), Continued

WS-R.1: PILOT COURSE IMPLEMENTATION FORM			
<i>Please complete this form as thoroughly as possible and attach supporting materials as necessary.</i>			
Title of Course:	Course Start Date:	Course End Date:	Lecture Evaluation Date:
INSTRUCTIONAL MATERIALS, EQUIPMENT & TECHNOLOGIES <i>(List materials required by the Instructor to present this lesson)</i>			
<input type="checkbox"/> Instructor Guide <input type="checkbox"/> CG Addendum <input type="checkbox"/> Computer <input type="checkbox"/> PowerPoint <input type="checkbox"/> Web Access <input type="checkbox"/> Classroom <input type="checkbox"/> Handouts <input type="checkbox"/> Lab Exercise <input type="checkbox"/> Role Play/Simulation <input type="checkbox"/> Video Tape/DVD (VIDEO) <input type="checkbox"/> Computer-Based Training Other:			
STUDENT MATERIALS <i>(List materials required by the student)</i>			
<input type="checkbox"/> Student Guide <input type="checkbox"/> CG Addendum <input type="checkbox"/> Desktop Computer <input type="checkbox"/> Web Access <input type="checkbox"/> SAROPS Other:			
ASSIGNMENTS <i>(List items required of the students)</i>			
<input type="checkbox"/> Pre-reading <input type="checkbox"/> Pre-exercise <input type="checkbox"/> Pre-Exam <input type="checkbox"/> Pre-Computer-Based Training (CBT) <input type="checkbox"/> Post-reading <input type="checkbox"/> Exercise <input type="checkbox"/> Exam <input type="checkbox"/> Laboratory <input type="checkbox"/> Computer-Based Training (CBT) Other:			
ASSESSMENT <i>(List the methods used to assess student learning performance):</i>			
Method of Assessment		System for Grading	
OBSERVATIONS			
RECOMMENDATIONS			
ADDITIONAL COMMENTS			