

ACADEMIC SOP

CHAPTER 2

INSTRUCTOR QUALIFICATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	2000	2-2
STAFF DEVELOPMENT PLAN	2001	2-2
INSTRUCTOR MANAGEMENT PLAN.	2002	2-3
INSTRUCTIONAL MANAGEMENT SCHOOL COORDINATION.	2003	2-3
CONDUCT OF INSTRUCTION.	2004	2-4
INSTRUCTOR CERTIFICATION PROGRAM	2005	2-4

CHAPTER 2

2000. GENERAL. Operating Force Assault Amphibian Vehicle units represent the vanguard of the Marine Corps' amphibious capability. The instructors of the school have a profound and lasting influence on these units through the training provided to AAV Marines. Because of this, Platform Instructors (1800 Phase and Assistant Phase Instructors, and 2100 Senior and Basic Instructors) must be carefully selected and every Marine who works with students must be properly trained. The recruitment, selection, development and evaluation of instructors must be a top priority of Course Supervisors and Course Chiefs. The proper training, in terms of working with students, of Marines in this command must similarly be a top priority with leaders at all levels.

2001. STAFF DEVELOPMENT PLAN. The purpose of the battalion's staff development plan is to establish policies for the management, leadership, and training of the school's instructional staff. Specific areas addressed by this plan are included below.

1. Table of Organization (T/O). T/O 7632 designates instructor billets, which should be manned at 100% at all times. Course supervisors, guided by instructor staffing criteria contained in MCO P5230.5, will recommend necessary T/O changes to the Commanding Officer.

2. Replacement of Departing Instructors. Course supervisors will aggressively seek out, recruit, and select replacements for departing instructors. When possible, replacements will be identified at least 90 days prior to the expected departure of an instructor.

3. Professional Development of Staff Members. All Instructors, both Platform and Practical Application, will be tested via written exam for their general knowledge of their MOS upon checking in to the battalion. The Competency Assessment Evaluation is administered by the S-3 and specifics about it can be found in Appendix C. The following is also required for Instructors:

- a. All Platform instructors are required to undergo an orientation that will include an interview with the Battalion Commander, Operations Chief, and Academics Officer. The appropriate Course Chief will conduct a briefing and school tour personally. All new members, regardless of rank or section assignment, will be advised of Standards of Conduct and sign a Statement of Understanding. Statements of Understanding will be kept on file for one year after an individual has left the battalion. A copy of the Standards of Conduct and a Statement of Understanding are located in Battalion Training SOP, Form 1.
- b. All Platform Instructors will complete the Instructional Management School's (IMS) Formal School Instructor Course (FSIC). If a Marine has completed FSIC during a previous tour, that Marine is still required to attend FSIC, but that requirement may be waived at the CO's discretion. Additionally, newly assigned Course Chiefs, Course Supervisors, and Academics Officer must complete the IMS Curriculum Developer and Administrator Courses within 60 days of assignment. The Battalion S-3 is responsible for coordinating IMS assignments and is responsible for the monthly reporting to the Commanding Officer on the instructor completion status of required IMS courses.
- c. Prior to presenting their first period of instruction before students, all newly assigned Platform Instructors will be certified by the Course Chief or Course Supervisor in subject matter knowledge and Instructional Technique. Certification will be conducted through teach back in a setting comparable to the actual teaching environment. Once certified, the Course Supervisor or Chief will sit in on his first 3 periods of instruction to ensure compliance with Marine Corps standards.

- d. Platform Instructor development training will be incorporated into semi-annual training for the purpose of reviewing After Instruction Reports (AIR) and enhancing instructor development.
- e. Platform Instructors are encouraged to enroll in both military and civilian educational courses for the purpose of enhancing professional growth. Reporting seniors will note successful participation in out-of-house training in the fitness report.
- f. Practical Application Instructors will complete the Instructor Orientation Course within 60 days of assignment. If available they may also attend FSIC.

2002. INSTRUCTOR MANAGEMENT PLAN. Reference (b) requires that instructors and curriculum development personnel are graduates of an appropriate course at one of the Marine Corps Instructional Management Schools (IMS). Instructor and curriculum development personnel must attend the required IMS course or courses within 60 days after joining AAS. It is the responsibility of the respective Course Supervisor to ensure that personnel assigned as instructors or curriculum developers attend the required IMS courses.

1. The following matrix identifies the minimum required course(s) for specific formal school positions. Units are encouraged to train personnel in as many courses as possible.

	Practical Application Instructors	Formal Instructors	Curriculum Developers	1800/2100 Course Chief	1800/2100 Course Supervisor	Battalion Staff
Formal School Instructor Course (FSIC)	X	X	X	X	X	Note 1
Curriculum Developers Course (CDC)	Note 1	Note 1	X	X	X	Note 1
Administrators Course (AC)	Note 1	Note 1	Note 1	X	X	X
Instructor Orientation Course (IOC)	X	NA	NA	NA	NA	NA

Note 1: Optional, yet recommended.

2. The companies will submit a quarterly report to S-3 identifying the unit's compliance with the Instructor Management Plan. The report will include the name, rank, report date, position filled, and IMS courses completed for each person filling an instructor or curriculum developer billet. The report will also include personnel requiring training. This information will be used to report compliance to the Battalion Commander and to ensure AAS accurately communicates course quota requirements to IMS.

2003. INSTRUCTIONAL MANAGEMENT SCHOOL COORDINATION. AAS S-3 will serve as AAS' liaison with the Instructor Management School (IMS).

1. IMS Course Enrollment. AAS S-3 will publish the IMS course dates so the companies can better manage enrollment. The AAS S-3 SNCOIC will coordinate IMS course enrollments for AAS. The companies must contact S-3 via e-mail, and request enrollment into a course 35-45 days prior to the start date of the desired course. The companies must provide the rank, name, SSN, MOS, EAS, Unit, Meal Card #, and the course title. AAS S-3 will contact IMS 30-34 days before

CHAPTER 2

the start date of a course. AAS S-3 will also ensure that course attendees receive confirmation of their attendance in a course.

a. Every effort will be made to maximize the use of AAS' IMS course quotas. In the event that the individual enrolled cannot attend the course, the S-3 will be informed and another person from the company will be assigned to attend the course.

b. Commanders shall ensure persons attending IMS courses are not assigned additional duties that may adversely affect their performance or attendance in the course.

2. IMS Quota Requirements. The Battalion S-3 will communicate AAS' requirements for IMS course quotas to the Director of IMS prior to the beginning of each fiscal year. This should be done no later than February of each year to ensure that AAS' needs are reflected in the IMS Training Input Plan.

2004. CONDUCT OF INSTRUCTION.

1. Lesson Materials. Instruction will be delivered in accordance with the most recent, approved Master Lesson File. The Academic Officer must approve deviations from the MLF prior to the beginning of the lesson. Issues that require constant deviation from the MLF should be addressed, so that the period of instruction may be effectively revised.

2. Demonstration. The purpose of the demonstration method of instruction is to allow students to view competent Marines performing a task to the desired standard. To accomplish this purpose, it is necessary that only qualified instructors perform demonstrations. During a period of instruction, use of students to conduct initial demonstrations intended to show other students how a task is performed to standard is not permitted.

3. Policies and Procedure. Instructors who are attentive to detail, use approved doctrinal material, and adhere to policy and procedures, serve as positive role models for impressionable young Marines. It is the responsibility of each instructor to ensure that he and his fellow instructors observe established Marine Corps, Marine Corps Base, and Battalion/Company Orders at all times. Particular attention will be placed on the safety of students and fellow instructors to ensure that training related injuries are minimized.

2005. INSTRUCTOR CERTIFICATION PROGRAM. The AAS Instructor Certification Program encourages instructors, whose primary duty is to present classroom instruction, to achieve high levels of instructional competence. The program provides recognition to platform instructors who, through their own initiative, achieve an exceptional level of instructional competence. Practical Application Instructors, whose primary duty is to serve as AAV crew chiefs and provide practical application instruction on the vehicles, are not included in the Instructor Certification Program. High levels of practical application instructional competence will be reflected in the Assistant Instructor's fitness reports and or other individual award programs.

1. Levels of Certification. There are three levels of Platform Instructor Certification: Basic, Senior, and Master Instructor. It is recognized that under the "Phase" system of providing instruction some instructors conducting instruction in one phase will have a greater opportunity to achieve the required student contact time for each certification level than instructors in other courses presented at AAS Bn. An example of this is an instructor who conducts instruction in the Assault Amphibian Crewman course, Data and Description Phase (approximately fourteen classes a year), will have considerably more contact hours than an instructor who teaches the Assault Amphibian Officer course or the

CHAPTER 2

AAUL course (two classes per year). The instructor for the Communications phase will have the opportunity for more contact hours than any other instructor since communications is taught in every course presented at AAS Bn. In order to reduce these inequities, while maintaining the integrity of the certification program, individual instructors, who are attempting to acquire the required contact hours for a certification level, are encouraged to become competent in teaching in other phases (excluding communications). In this manner they will have the opportunity to accumulate additional hours while increasing the flexibility of Course Supervisors to assign instructors to specific phases or courses.

a. Basic Instructor. Personnel designated as an instructor must attend the IMS Formal School Instructor Course prior to performing instruction before students. After 100 hours of student contact time and three formal satisfactory evaluations with the Instructor Evaluation Form (IEF) (Appendix A), the instructor is eligible for a Basic Instructor Certification. Formal Instructor Evaluations are conducted, at a minimum, twice quarterly on individuals attaining the certification of Basic Instructor. (Chapter 5 addresses the scheduling process) An instructor attempting to attain a specific level of certification can request an additional formal evaluation during a quarter but cannot exceed two formal evaluations in any one-quarter. Requests for additional formal evaluations will be made to the Academics Officer via the Course Supervisor. Student contact time is categorized as any instructional time performed by the instructor. Instructional time is defined as either formal classroom instruction or direct supervision of practical application instruction.

b. Senior Instructor. Any basic instructor who has attended IMS FSIC and CDC, received ten formal satisfactory evaluations with the IEF (formal evaluations received while attaining the level of Basic Instructor can be counted towards the level of Senior Instructor), performed 500 hours of student contact time, mentored and evaluated other basic instructors, and is recommended by his Course Supervisor, is eligible for Senior Instructor certification. Formal Instructor Evaluations are conducted, at a minimum, semi-annually on individuals attaining the certification of Senior Instructor.

c. Master Instructor. Any senior instructor who has attended IMS FSIC, CDC, and AC, received fifteen formal satisfactory evaluations with the IEF (formal evaluations received while attaining the level of Basic and Senior Instructor can be counted towards the level of Master Instructor), performed 1,000 hours of student contact time, conducted at least four senior and two basic evaluations, participated in/or analyzed data from an external survey, participated in a CCRB, mentored other basic and senior instructors, and is recommended by his Course Supervisor is eligible for Master Instructor certification.

2. Additional Qualifications. A Platform Instructor receiving certification must be of exceptional character. An instructor will not be eligible for certification while any disciplinary action is pending or being executed. The instructor will be a positive role model for other instructors and Marines to emulate. The instructor must maintain high ratings on Instructional Rating Forms (IRF, Appendix B) and consistently high ratings on all formal evaluations utilizing the Instructor Evaluation Form (IEF).

3. Instructor Records. The Course Chief will maintain an instructor record for each instructor assigned to the unit. These records will be used to track instructor qualification and performance. At a minimum each instructor record will include:

a. Instructor name

- b. Rank
- c. Date reported
- d. IMS course completion dates
- e. Copies of IMS course certificates
- f. Lessons that the instructor is qualified to teach or assist in teaching
- g. Copies of instructor evaluations
- h. Running total of instructional hours
- i. Level of instructor certification with copy of certificate

4. The record should be maintained throughout the instructor's assignment at AAS. The record should be forwarded with the instructor in the event of an intra-organizational transfer and shall be provided to the instructor upon transfer from AAS. An example of a record book can be found in the S-3.

5. Designating Authority. Upon completion of all requirements, the Course Supervisor must forward a recommendation to the Battalion Commander to designate an instructor as a Basic, Senior, or Master Instructor. The Battalion Commander maintains the authority to award instructor certification.

6. Recognition. An instructor designated as a Senior or Master Instructor will be eligible to identify himself as a Senior/Master Instructor and is authorized to display a Senior/Master Instructor placard while instructing. The Battalion Commander or the appropriate Course Supervisor may authorize other recognition and/or reward.

7. Instructor of the Quarter. All instructors, regardless of classification, are eligible for recognition as Instructor of the Quarter. Nominations for recognition will be submitted from the respective course supervisor to the Bn SgtMaj no later than 10 working days prior to the end of the fiscal quarter. Nominees must have a minimum of 20 contact hours with students, not been subject of any disciplinary action within their current reporting period, and have made a demonstrated positive impact on student development and training. Primary input for determining demonstrated positive impact will be IRFs, student critiques, and AIRs. The selection board will consist of the SgtMaj, S-3 Chief, the two Course Chiefs, and the Education Specialist. The board's selection will be forwarded to the Battalion Commander for final approval. The selected Marine will be recognized on the last day of the corresponding quarter.

8. Instructor of the Year. The four Marines selected as the Instructor of the Quarter will be screened at the end of the Fiscal year using the same board procedures as used for Instructor of the Quarter to determine the Instructor of the Year.