

Appendix E

Performance Qualification Standard (PQS) Workbook

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This Student Guide and associated Performance Qualification Standard (PQS) will guide you through the Instructor Development 2020 Standards and Qualifications. It will provide you with certain tasks to complete and have verified by your mentor instructor(s). You may have more than one mentor instructor sign-off on the various tasks. The mentor instructor must be a qualified USCG Auxiliary instructor. Once you have completed all the sign-offs of the tasks, the next step is to prepare and present a fifteen- to thirty-minute training event along with associated lesson plans and instructional aids. A mentor instructor will evaluate the first training event and provide you with positive feedback and discuss areas that could be improved.

Following the completion of the first training event, you will then prepare the second training demonstration, which is a one- to two-hour training event using chapter(s) from one of the approved Coast Guard Auxiliary Public Education or, if permitted, Member Training courses. A mentor instructor will again critique your presentation and preparation of the longer training event and provide you with positive feedback and discuss areas that could be improved.

Upon successful completion of the two training events, a mentor instructor will sign the final mentor certification form and provide a copy for the Flotilla Commander to verify that you have met all the criteria to become certified as an instructor. Lesson plans, documentation of the use of instructional aids and passing of the National Exam may be required for submission in accordance with district policy. Your completed application will be processed according to your USCG Auxiliary District's policy. You will receive your Instructor Certificate and be eligible to wear the Instructor ribbon and medal when you have met the minimum standards of a Certified Instructor for the U.S. Coast Guard Auxiliary.

Tasks: Demonstrate your knowledge of the following tasks

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Task	Date Completed	Mentor's Initials
INS 01 List characteristics of an effective instructor. <i>Reference page(s) 5</i>	_____	_____
INS 02 State credibility challenges facing instructors of adult learners and ways to overcome the challenges. <i>Reference page(s) 5</i>	_____	_____
INS 03 Of the 14 Instructor Competencies, discuss your two strongest competencies, why you chose those, and how to implement them. <i>Reference page(s) 7-8</i>	_____	_____
INS 04 Of the 14 Instructor Competencies, discuss your two weakest competencies, why you chose those, and how to strengthen your implementation of them. <i>Reference page(s) 7-8</i>	_____	_____
INS 05 Recite at least two mnemonics from your experience and describe how you apply those to your instruction. <i>Reference page(s) 8</i>	_____	_____
INS 06 Discuss how you would approach each of the three types of learning, using Auxiliary examples. <i>Reference page(s) 9</i>	_____	_____

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Task	Date Completed	Mentor's Initials
INS 07 List some techniques that the instructor can leverage to maximize the effectiveness of two-way communication. <i>Reference page(s) 18</i>	_____	_____
INS 08 Identify the 9 events of the 9- event lesson plan. <i>Reference page(s) 12-13</i> <i>Appendix D</i>	_____	_____
INS 09 Complete a lesson plan for an assigned topic in the prescribed format for the 15- to 30-minute presentation <i>Reference page(s) 12-13</i> <i>Appendix D</i>	_____	_____
INS 10 Describe how to use both motivational and developmental feedback. <i>Reference page(s) 13</i>	_____	_____
INS 11 Describe several instructional classroom aids and how to use them in a classroom <i>Reference page(s) 15-16</i>	_____	_____
INS 12 Compare and contrast verbal communications and non-verbal communications addressing factors such as the instructor's role, the student's role, and making the message effective. <i>Reference page(s) 17-18</i>	_____	_____

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Task	Date Completed	Mentor's Initials
INS 13 List specific verbal techniques, explaining how to apply them in a learning environment. <i>Reference page(s) 18-19</i>	_____	_____
INS 14 Demonstrate the ability to set up media equipment and discuss troubleshooting typical issues. <i>Reference page(s) 18</i>	_____	_____
INS 15 List specific nonverbal techniques, explaining how to apply them in a learning environment. Identify particular cautions for nonverbal communications. <i>Reference page(s) 19</i>	_____	_____
INS 16 State the two types of questions, provide examples of each, and compare the benefits. <i>Reference page(s) 21</i>	_____	_____
INS 17 State the three-step model for responding to questions and provide an example for each <i>Reference page(s) 22</i>	_____	_____
INS 18 State options available to the instructor to handle incorrect answers to questions. <i>Reference page(s) 22</i>	_____	_____

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Task		Date Completed	Mentor's Initials
INS 19	State practical strategies to improve instructional effectiveness, particularly in difficult situations. <i>Reference page(s) 23</i>	_____	_____
INS 20	Describe different strategies for removing barriers to learning for those with special needs <i>Reference page(s) 26</i>	_____	_____
INS 21	List and explain techniques employed by effective online instructors. <i>Reference page(s) 28-29</i>	_____	_____
INS 22	Explain the four distance learning types of student-teacher interaction and appropriate applications for each. Detail specific benefits and concerns for non-interactive lessons. <i>Reference page(s) 29-30</i>	_____	_____
INS 23	State multiple examples of instructional equipment and their effective use <i>Reference page(s) Appendix A</i>	_____	_____

Appendix F Mentor Certification Form

Appendix F – Certification for Instructor

Required Tasks	Date	Mentor's Signature
I. Completion of open-book ID 2020 test.		Score _____
II. Completion of PQS tasks with mentor.		
III. Satisfactory completion of fifteen to thirty-minute training event with lesson plan.		
IV. Satisfactory completion of one to two-hour training event with lesson plan.		

To DIRAUX: The following Instructor Trainee has met all requirements:

Instructor Trainee Name

Instructor Trainee Member ID

District/Division/Flotilla

Lead Mentor Signature

Date

Lead Mentor Name

Lead Mentor Member ID

District/Division/Flotilla

Flotilla Commander Signature

Date

Flotilla Commander Name

Flotilla Commander Member ID

District/Division/Flotilla