

Responsibility of Instructors:

Self preparation:

Why is this important—Knowing your subject and being able to present it in a professional way, will give your students the confidence in your ability to teach them what they came to learn.

It will also give you the confidence to be able to get across the material to the students.

If you are asked a question you don't have the answer to, tell them you don't have the answer, but will get back to them. Make a note of it so you are prepared for the next class, do this every time and you will be able to answer just about any question asked.

Self Critique:

Always review your performance, look for improvements that can be made to make you more comfortable in presenting your subject, and make it more understandable to your students.

Always review with your fellow instructors. Get their ideas and suggestions on how to improve the class.

If you take a break, talk to your students. Let them tell you if they are having a problem understanding anything. Find out from them if there is anything you can do to better your class.

Professional Appearance:

Instructors should always be in the proper uniform. If you look professional the students will notice, and will treat you seriously and take the class seriously.

Make sure your uniform fits properly, is neat and clean, and is correct.

Always wear it neatly and proudly. Remember you are representing the United States Coast Guard.

Notice of Intent to teach forms:

Use the correct form

Fill it out completely

When sending your forms to Mike Kaff be sure to put in the subject line who you are and what it is.

Forms are put on the web site every two weeks.