

GUILFORD TECHNICAL COMMUNITY COLLEGE  
GENERAL INSTRUCTOR TRAINING

RULES AND INFORMATION SHEET

Class attendance is **100%** required. A student cannot miss more than **10% (8 hours)** of the entire school in order to receive a certificate. All course work missed must be made up at the discretion of the School Director prior to the end of the course before the state exam is administered. If you miss over **10%**, the State of North Carolina requires you to be removed from the remainder of the school and not be given any credit of completion in a subsequent General Instructor School.

Students must score 75% or higher on the State Certification examination. Students scoring between 65 -74 will be given the opportunity for one retest. This must be requested within 30 days and completed within 90 days. A student scoring less than 65 must complete a subsequent General Instructor Training course in its entirety.

**GTCC is a tobacco free campus;** tobacco use is not permitted at any time at any Guilford Technical Community College facility. Smoking in cars located in GTCC parking lots or GTCC property is not permitted.

The use of any profane, obscene, vulgar language or gestures will not be tolerated. Any threatening or intimidating language made toward any classmate, faculty or staff will be cause for dismissal from the school.

Because of the complexity of the law enforcement business, topical areas taught in this school may have to be re-arranged as necessary, to best meet the schedules of instructors. This may require a deviation on the original calendar. These changes cannot be anticipated and will NOT affect the quality of the school. Any changes will be kept to a minimum, if at all possible.

Instructors may be substituted in the best interest of the school. Any substitution will NOT affect the quality of the school. (See above, regarding calendar re-arrangement.)

Information that is presented may appear to be dated and not up to today's technology. While this situation is regrettable, the outlines that are taught are the latest REQUIRED material from the State of North Carolina. **We CANNOT** deviate from the required lesson plan. If time permits, we will make every effort to enhance the REQUIRED lesson plan with technologically sound information. The State of North Carolina DOES NOT ALLOW reducing time in the Seventy-seven hour school.

**Students WILL have HOMEWORK.** A student normally will spend seventy-seven hours in class and as much as **forty hours away from class**, completing a quality outline and presentation. Students need to plan for this scheduling. There will be some time during the schedule to work at the college on your training aids, lesson plans, etc...

There is no such animal as "Down Time." All students are REQUIRED to participate in all student presentations, including a Ten minute Demonstration, First and Second - Thirty minute and Eighty minute presentations. **During the conclusion portion of the Eighty minute presentation, participants are limited to 3 questions as "Time Fillers".** If there appears extra non-instructional time, these periods are included in the state outline and are designed to allow students some "in class" time to "fine- tune" their individual outlines or presentations as well as instructor review/critique of outlines. Students not presenting are required to observe other's presentations to provide support and constructive feedback to classmates.

All presented student outlines must have the same appearance and format as those outlines in the General Instructor School Student Notebook. This is the only acceptable format for student outlines. All parts must correspond to each state outline with margins and type similar to the notebooks. **A draft of the lesson plan must be complete prior to the day of the second thirty minute presentation.**

Laptop Computers are considered a required resource for students. We cannot guarantee any computer time for GI students, so each student should come to class with a laptop/notebook computer loaded with at least Microsoft Word or compatible word processing software, PowerPoint and **4Gb or larger flash drive.**

**NO OPEN OFFICE SOFTWARE PLEASE!!!!**

Students should come to class having a working knowledge of these programs. GTCC does NOT have Computer Support Technicians who can troubleshoot computer problems with student computers. If your computer quits, it will be your responsibility to repair it.

While laptops are necessary in the completion of this class, their usage during any classroom lecture or classroom instructional block are not. **PLEASE REFRAIN FROM USING A LAPTOP/NOTEBOOK COMPUTER/SMART PHONE DURING A CLASSROOM LECTURE/DISCUSSION. THESE DEVICES SHOULD BE CLOSED DURING THE CLASSROOM PORTION OF THIS COURSE UNLESS OTHERWISE DIRECTED BY THE INSTRUCTORS.**

While the various instructors who teach in this school normally review student outlines, there will be ONE instructor designated as **LEAD INSTRUCTOR**, who will have the final opinion on the quality of a student's outline. We will designate that instructor on the first day and it will be the responsibility of the participating students to contact that instructor for final preview before presentations.

Each student will be required to submit a completed Lesson Plan that meets State requirements, i.e.: **Arial or Times New Roman font, size 12. Also, each student is required to maintain a LESSON PLAN DEVELOPMENT NOTEBOOK**, which will enhance the lesson plan development and review process. Instructors will provide more information on this activity in the second day of the course.

**When citing references and listing endnotes, at least (3) three or more endnotes must be included in your lesson plan.**

Because of the intensity of the GI School, **it is mandatory that students have CELL PHONES AND PAGERS OFF OR ON VIBRATE ONLY.** Students who receive phone calls or pager messages should not immediately jump up and leave to respond. **Messages for dangerous or life threatening emergencies should be routed to Mrs. Amy Snider-Wells, at (336) 334-4822 ext.50395. PLEASE ADVISE ANY PERSONS WHO MAY WANT TO CONTACT YOU OF YOUR STRICT ADHERENCE TO THIS RULE.**

In case of inclement weather, please listen or watch your area radio and television stations, or call the switch board at GTCC (336) 334 – 4822 for information on delay or closing of the College.

**A GOAL OF THIS INSTRUCTOR SCHOOL IS TO PREPARE LAW ENFORCEMENT AND CRIMINAL JUSTICE PROFESSIONALS WHO WILL BE TEACHING MANDATED TRAINING OR DEPARTMENTAL IN-SERVICE TRAINING WITH THE SKILLS NECESSARY TO TEACH A GIVEN TOPICAL AREA. WE ARE REQUIRED TO TEACH THE MATERIAL IN THE WAY IT IS TAUGHT.** THEREFORE, WE REQUIRE THOSE WHO PARTICIPATE IN THIS COURSE TO UTILIZE THE INSTRUCTION THEY RECEIVE WHILE THEY ARE IN THIS SCHOOL. DON'T DEVIATE FROM WHAT YOU HAVE BEEN TAUGHT NO MATTER HOW MUCH EXPERIENCE YOU HAVE IN THE TEACHING AND INSTRUCTION DISCIPLINE.