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| **Course Title** |  |
| **P.O.S.T. Required Hours** |  |
| **Academy Required Hours** |  |
| **Instructor(s)** |  |
| **Prepared By** |  |
| **Date Prepared** |  |
| **Date Revised** |  |
| **Learning Goal** |  |
| **Performance Outcomes** |  |
| **Methods of Instruction** |  |
| **Equipment Needed** |  |
| **Handouts** |  |
| **Assessments** |  |
| **Source Material**  |  |

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| **Reviewed by**  | **Date Reviewed** |

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| **Content** | **Delivery Notes/ PowerPoint Slide Titles/PO#** |
| This is a Word table of two columns and two rows. This row will expand to fit the contents, preserving the line between the columns. To tab within the column, use Ctrl+Tab. To tab to the next column, use Tab. It is helpful for maintaining alignment to turn on the paragraph marks on the ribbon above. It may also help to write out the course content in another Word document without the table and cut and paste it into this format.  | To maintain alignment of the content in the two columns, use Enter to move down the column. |

**Completing the lesson plan**

All Rule 21 elements must be completed on the cover sheet. It is permissible to copy and paste the Learning Goal and Performance Outcomes from the POST manual. The academy may add their own outcomes in addition.

All source materials should be listed, including articles and websites.

A lesson plan includes all the information that must be delivered to teach the subject matter to a level of proficiency that allows the student to perform the tasks on the job. The written content provides legal defensibility, ensures consistency between instructors and between all sessions of the academy over time, and documents, for later scrutiny, what was taught.

* The document should not be a simple topic outline but should include course content, discussion questions with desired answers, practice activities, directions for role-play, scenario set-up, etc. Although this definition is not explicit in the rule, this is the plain meaning of “lesson plan” and is what is taught in the POST-approved instructional methodology course.
* It should be noted that critical content, information that is shared with the student, is written on the left side of the two-column format and only instructor reminders and delivery help is written on the right side.
* To save space, it is recommended, but not required, that outline numbering be avoided, and the text written in sentences and paragraphs to ensure complete thoughts are communicated.
* It should not be necessary to review the course outline and the PowerPoint side by side to see the complete content to be taught. All instruction should be contained in the lesson plan.
* All source material, including websites and periodical articles, used to develop the course should be listed on the cover sheet and can be listed within the lesson plan as well.
* Instructional process, e.g. “discuss the importance of…” is listed on the delivery notes side of the lesson plan format. Discussion questions that are asked as part of the course content should be listed on the course content side with desired answers written into the lesson plan under the question.
* Videos used in the class should be explained and the teaching points listed in the lesson plan.
* Test questions should not be included in the lesson plan unless there is a separate, designated section for them. Discussion questions or questions assigned for homework can be included in the lesson plan.
* Lesson plans should include all scenarios and role-plays. Rubrics, scripts for role-players, equipment needed, and safety plans and other instructor directions specific to the scenario may be separate documents but should be cited by name in the lesson plan. Scenarios need to be reviewed for legality and ethics.
* The footer is set to automatically change to the name of the document when it is saved. To edit the footer, double-click on anywhere in that area.