

GENERAL INSTRUCTOR TRAINING SCHOOL:

In order for us to verify the required combinations of education and experience, it is very important to be exact about your Criminal Justice Experience and Training. **Students must return the completed Applicant Worksheet signed by their supervisor to ACC at least one week prior to class start date.** If the forms are not received by then, your place in this class cannot be guaranteed.

Please mail, hand deliver, or **scan and email** the completed forms to Christopher.Verdeck@alamancecc.edu.

Class Location: Alamance Community College, Dillingham Center, Room 120

Class Times: Class will begin each day at **8:00** a.m. and will usually end at 5:00 p.m. to 6:00 p.m. A schedule will be provided for you on the first day of class.

Text Book: **All students are required to bring the latest edition of the General Instructor Training Student Manual on the first day of class.**

- **Book Cost is approx. \$62.60.**
- Please order your copy of the **Updated General Instructor Training Student Manual** from the North Carolina Justice Academy bookstore. The Justice Academy address is P. O. Box 99, Salemburg, NC 28385-0099, and their telephone number is 910-525-4158 ext 310.
- <https://ncdoj.gov/ncja/bookstore/>

Supplies: Students will need the following:

- 1" or 1.5" three ring binder notebook
- USB Flash Drive 4GB or larger

Presentation Topic:

- A major requirement of this course is the development and delivery of an seventy-minute block of instruction on your chosen topic. Research will be necessary in order to meet the course requirement of writing and typing a semi-manuscript lesson plan. Please plan to bring any research material (books, magazines, newspaper articles, training materials, etc.) that you may already have and any special props or equipment that you will need to use for your seventy-minute presentation
- Students should have their presentation topic selected and research well underway before the first day of class. The topic can be on any field related, in any way, to your job in law enforcement, corrections, detention, law enforcement communications, or any other aspect of the criminal justice system. **Specialized topics such as POPAT, Firearms, SCAT and Drivers Training, Hazmat or First Responder may not be used.**

- **Please see Section VI of the Applicant Worksheet on Lesson Plan Topics.** Most students select something that is familiar and comfortable and is in some way part of their daily work routine.

Laptop:

- If you have access to a laptop computer, please bring it to class because it will assist in facilitating your lesson plan preparation.
- **Computers should have Microsoft Word and PowerPoint programs.**
- You should have enough basic knowledge of keyboarding and word processing to be able to prepare and edit your lesson plan. If you don't have such knowledge, it is very important that you have previously identified someone, outside of the college, who does have such knowledge and who can provide quick, daily turnarounds on your work. We will furnish your materials and supplies such as, easel charts, markers, etc.

Attendance:

- **All students MUST attend 100% of the class.**

Contact Information:

- Please contact Christopher Verdeck at 336-675-4311 or Chriptopher.Verdeck@alamancecc.edu if you have questions or need assistance.