



Course Announcement

To: All Law Enforcement and Correctional Agencies

From: John C. Moses
Director of Criminal Justice

Date: January 28, 2025

Re: **Instructor Development Course**
CJA123-5000
MPCTC Approval #: P50310 / C19943 (40 hours)

May 19 to 23, 2025

Location: Wor-Wic Community College
Eastern Shore Criminal Justice Academy
Hazel Center, Room 302
32000 Campus Drive
Salisbury, MD 21804
410-572-8750

Dates & Times: Monday, May 19 to Friday, May 23 0745 to 1700

Fee: Funded by a grant.

Reservations: Email requests to escjaregistration@worwic.edu

This course is designed to meet the requirements for Basic Instructor Certification.

This is a “hands-on” program which will include the following topics: describing roles and characteristics of a great instructor, discussing adult learning styles, demonstrating effective communication and speaking skills, learning how to plan and organize your presentation, how to develop and use instructional media, preparing a standardized curriculum/lesson plan, learning facilitation techniques, defining open and closed questioning in the classroom, strategies of classroom management, and techniques for successful team teaching.

Upon completion of this course, the student should be able to:

1. Identify methods for making instruction interactive.
2. Describe how physical appearance and body language can affect visual effectiveness when conducting training.
3. Explain the steps in the training documentation process.
4. Identify and create performance objective statements for the cognitive, affective, and psychomotor domains.
5. Develop an effective lesson plan.
6. Select appropriate instructional media to accompany training.
7. Explain strategies for dealing with problems and disruptions in the classroom.

This course is designed to meet requirements as mandated by the Maryland Police and Correctional Training Commissions and to meet the annual in-service requirements.

Class Size: Restricted size, seating is limited.

Attendance: You must attend the entire class to receive in-service credit.

Dress Code Policy for Training Sessions at the Academy

To ensure a professional appearance, all in-service officers and staff must adhere to the following dress code to gain admission to any training session at the Academy:

- **Uniform of the Day:** Recommended.
- **Shirt:** Must have a collar; no t-shirts or tank tops.
- **Pants:** Docker-style pants, BDUs, or suits; no shorts or jeans.
- **Footwear:** Closed-toe shoes with socks; no sandals.

Firearms Policy: Officers carrying a handgun on campus must also display their badge in plain view.

Non-Compliance: Attendees who do not follow the dress code will be denied entry to the classroom or range. A report will be submitted to the Chief/Sheriff/Warden/Director outlining the reasons for the denial.

Thank you for your cooperation in maintaining a professional environment.

ESCJA Training Reservation Instructions

1. **Complete the ESCJA Reservation Form:** The form is attached to the course announcement email.
2. **Enter Information:** Please type, rather than handwrite, all required information onto the form.
3. **Save and Submit:** Save the completed form and email the saved file to escjaregistration@worwic.edu.

You will receive a notification confirming your seat or informing you if you have been placed on standby.