

## Program Announcement

### Instructor Development Course

**Date/Time:** September 19–30, 2022  
8:30 a.m. – 4:30 p.m.

The Monroe County Public Safety Training Facility (PSTF), under the auspices of the New York State Division of Criminal Justice Services (DCJS), will be holding an *Instructor Development Course* at 1190 Scottsville Road, Rochester, New York. This course will provide participants with the ability to research, prepare and communicate knowledge in the field of law enforcement. Lessons will focus on setting instructional objectives, factors that influence adult learning, communication skills, the instructional process, and methods of evaluating course effectiveness. The *Instructor Development Course* is a prerequisite for other law enforcement instructor-related courses.

Students who successfully complete this course will receive DCJS certification as a General Topics Instructor and 4.5 college credits from Monroe Community College.

#### *Prerequisites*

- Active NYS police or peace officer certification
- Civilian employees of law enforcement agencies with written departmental approval

#### *Required Attire and/or Equipment*

- Attire (dress code)
  - Business casual, OR
  - Department designated uniform of the day
- Equipment
  - Flash drive – minimum 8 GB

#### *Instructional Areas Include*

- Role of the Instructor
- Defining Training Needs
- Oral Communication
- Preparing Instructional Objectives
- Principles of Learning
- Instructional Techniques
- Instructor-Trainee Interaction
- Lesson Planning
- Evaluation of Training
- Audio-Visual Aids

#### **Graduation Requirements**

- 90% attendance (policy set by Monroe Community College)
- Passing grades on two written examinations
- Acceptable 1, 2, 5, 10, and 50-minute oral presentations

#### **Course Tuition and Fees**

- Tuition: \$891.00 (per person)
- Estimated Student Fees: \$106.50 (Student fees may vary each semester)

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- *It is **NOT** necessary to send a check or voucher prior to class.* Students will be billed at the completion of the course.

**Note:** Monroe Community College may find it necessary to revise tuition and fees as necessary and reserves the right to do so.

**Reservations:** To reserve a seat in this course, please complete a [Law Enforcement Program Course Reservation Form](#) and return it to the PSTF no later than **August 29, 2022**.

**To avoid double tuition billing**, a [Certificate of Residence](#) is required from students who reside outside of Monroe County.