

SOUTH CAROLINA ARMY NATIONAL GUARD
REGIONAL TRAINING INSTITUTE
4th Battalion (Modular), 218th Regiment (Leadership)
5411 Leesburg Road
Eastover, South Carolina 29044-9732

NGSC-LDR-DCI

MEMORANDUM FOR Attendees of Common Faculty Development Instructor Course (CFD-IC).

SUBJECT: Common Faculty Development Instructor Course (CFD-IC) Welcome Letter

1. Supervisors or training coordinators have identified you to attend CFD-IC. This course is designed to train enlisted, officer, and civilian instructors to deliver basic instructional and facilitation techniques and methods.

2. The following administrative instructions pertain to your class:

a. **Location:** 5411 Leesburg Road, Building 3800, Eastover, SC 29044

b. **Date/Time:** Report to Room 400A at 1300 hrs. on the Report Date. Ensure that you bring the following documents:

(1) Most Recent DA Form 705

(2) Most Recent DA Form 5500/5501

(3) Copy of your orders/DA Form 1610

(4) Assignment orders showing that you are in an Instructor/Facilitator position. If you are not in an Instructor/Facilitator position, you must request an Exception to Policy (ETP) signed by your Commander stating that you are pending assignment as an Instructor/Facilitator. The ETP should be submitted NLT 14 days prior to the start date of the course for approval.

(5) Graduation: Return flights should not be scheduled earlier than 1700 hrs. on the last day of the course.

c. **Uniform:** OCP's

d. **Lodging:** If you live over 50 miles from McCrady Training Center, accommodations are available for you by making reservations through the MTC Billeting Office, you will need to pay \$24 - \$44 per night. Contact McCrady Training Center Billeting at (803) 299-2210 to make reservations.

e. **Meals:** Meals are available in the Dozier Building at the Crescent Moon Café. Meal costs are: Breakfast - \$5.00, Lunch - \$7.00, and Dinner - \$10.00.

3. You are to request permission to be a member of the Army Career Tracker (ACT) Community, 218th Regiment (Leadership) Common Faculty Development - Instructor Course. The files located on the ACT Community will not be available to you during the course. It is highly recommended that you print these documents for your use. You can find the ACT Community at the following address:

https://actnow.army.mil/communities/community/218th_CFDIC

4. **You are also required to answer the Forum question about ethics and instructing prior to the course start date.** You will also need to reply to at least two of your fellow students post. Your answer should reflect your own ideas and thoughts.

5. Additionally, bring to class on Day 1 a lesson plan with slides (preferably one that you will teach at your unit) that you will use for your final 30-minute presentation. You will modify and present this lesson during class. You will be required to present several lessons military and non-military (topic of your choosing). If you have any questions or concerns e- mail the POCs listed above.

6. CFD-IC is one of two courses that comprise of the Common Faculty Development Program and is a ten-day/80-hour course designed for new faculty (e.g., instructors, trainers, and facilitators). It is a competency-based course: the learning objectives are based on internationally recognized instructor competencies (IBSTIPI).

7. The course prepares you to instruct/facilitate learning in an adult learning environment. CFD-IC introduces new instructors to Army instructor roles and responsibilities, instructing and learning models, professional and ethical requirements; also, classroom management and a process for building learning objectives and lesson plans; and effective communication techniques. Throughout the course students will practice teaching/facilitating beginning with short simple practicum exercises to increasingly longer and more complex lessons culminating in an end of course lesson presentation.

8. The first half of the course focuses on characteristics of effective instructors/facilitator's self-awareness of the differences in teaching style preference, awareness of differences in learner style preferences, and fundamentals of teaching and learning as they apply to adults. The second week focuses more on application of those fundamentals in various instructing and learning practicums to both instructor and peers to include self-assessments in a collaborative learning environment. You will present two 10-minute formative (non- military topic) and a final 30-minute summative presentation that will be assessed at the end of the course (a graduation requirement).

9. **COVID-19:** All personnel will need to be fully vaccinated to attend the course. Being fully vaccinated means that you have finished your vaccine, whether that's one dose (Johnson and Johnson Janssen) or two Pfizer-BioNTech or Moderna), and two weeks have passed. Ensure that you bring a facemask with you. Fort Jackson directs the use of facemasks on the McCrady Training Center installation. They update their mask policy on a weekly basis.

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10. POC for this memorandum is the undersigned at 803-299-2224 or timothy.m.adams6.mil@army.mil.

///ORIGINAL SIGNED///

TIMOTHY M. ADAMS
MSG, SCARNG
Chief Instructor