

APPRENTICE FIRST ASSIGNMENT**Pre-Assignment**

Contact apprentice

Introductions

Identify apprenticeship stage and assigned GA

Address global questions

Review range location and start time

Review general procedures for Day 1

(be with apprentice for *all* tasks, apprentice observes all demos)

Remind apprentice to bring logbook to Day 1

Share your contact info

Day 1Set Up

Introduce instructors

Review opening procedures

- Unlocking storage unit
- Key box location
- Unloading bikes
- Cordoning-off range

Review site file resources

- On-call
- Special site instructions
- Towing
- Alarm (if applicable)

Set range

- First exercise (work with apprentice to set first exercise)
- Cart placement
- Review cart-box content
- Bike placement
- Spare placement
- Visual inspection of range for debris or hazards

Review assets in storage unit

- File box
- PPM binder
- Red Board (purpose, content)
- Loaner helmets (single user per weekend, disinfection)
- Fire extinguisher
- Fuel
- Kitty litter, dustpan, broom
- Tools and spare parts
- PPE (if applicable)

Review student check-in procedure

- Welcome
- Roster
- Waiver
- Proper gear

Start bikes

- Proper use of choke
- Fuel valve positions
- Move to start positions for Ex. 1

Review roster

- Assigned instructors
- Instructor roles
- Instructor contact info
- Student notes (scooter assignments, student special needs)
- Tuition reduction verification form

Review first four exercises

Student Orientation

Allow apprentice to introduce themselves

Apprentice observes rest of Orientation

Apprentice observes bike assignments

Ex. 1 – 2

Apprentice stands next to mentor and observes delivery of Ex. 1 and 2

Ex. 3 – 11

Model coaching in each exercise, allow apprentice to practice; apprentice should teach at least 50% of each exercise

Apprentice should practice setting range when possible (ok for apprentice to work with co-instructor)

Review instructor positions regularly

Review time tracking (when to start, when to stop, when to start staging)

During breaks, review upcoming set of exercises, and offer them a break

End of Day 1

Review stow-away procedures

Solicit and answer global questions

Review Day 2 start time

Assign exercise 13 for apprentice to take fully for Day 2:

- Read directions, evaluate understanding
- Send from staging
- Start exercise
- Co-teach exercise
- Manage reversal
- Manage time
- End exercise
- Receive in staging
- Debrief

Day 2Ex. 12 – 19

Model coaching in each exercise, allow apprentice to practice; apprentice should teach at least 50% of each exercise

Assign demos per apprentice capacity

Apprentice should practice setting range when possible (ok for apprentice to work with co-instructor)

Review instructor positions regularly

Review time tracking (when to start, when to stop, when to start staging)

During breaks, review upcoming set of exercises, and offer them a break

Evaluation

Apprentice observes mentor

End of Day 2

Apprentice observes

- Skills test report preparation
- Group debrief and end-of-course message
- Individual debrief
- Range takedown
- Refueling bikes, cleaning name plates, stowing bikes, stowing keys
- Noting bike repairs/site needs
- Disinfecting helmets
- Locking facilities

Complete apprentice logbook

Review scores and comments with apprentice and offer feedback

Post-Assignment

Email status (complete/not complete)

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Optional – contact GA and offer feedback