

## APPRENTICE SECOND AND SUBSEQUENT ASSIGNMENTS

### 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  
(assist as needed)

Remind apprentice to bring logbook to Day 1

Share your contact info

### Day 1

#### Set 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 delivers orientation

Apprentice assists in bike assignments

Ex. 1 – 11

Model coaching in each exercise, allow apprentice to practice; apprentice should teach at least 75% of each exercise  
Apprentice should practice setting range  
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 allow them a break

End of Day 1

Review stow-away procedures  
Solicit and answer global questions  
Review Day 2 start time  
Assign exercises 12, 13, and 14 for apprentice to take fully for Day 2:  
  
Read directions, evaluate understanding  
Read demos  
Send from staging  
Start exercise  
Co-teach exercise  
Manage reversal  
Manage time  
End exercise  
Receive in staging  
Debrief

**Day 2**

Ex. 12 – 19

Model coaching in each exercise, allow apprentice to practice; apprentice should teach at least 75% of each exercise  
Assign demos per apprentice capacity  
Apprentice should practice setting range  
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 allow them a break

Evaluation

Apprentice assists mentor in scoring

End of Day 2

Apprentice assists mentor in

- Skills test report preparation
- Group debrief and end-of-course message
- Individual debriefs
- 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 assignment status to [Megan.Ryusaki@oregonstate.edu](mailto:Megan.Ryusaki@oregonstate.edu)  
Optional – contact GA and offer feedback