



Submission Guidelines for Certification Review

Prepare and Present an Organized Interpretive Talk

Competency Description

Requires the interpreter to be able to plan, prepare and effectively present a professional interpretive talk that facilitates opportunities for the audience to make their own intellectual and emotional connections to the meanings/significance of the resource, through the cohesive development of a relevant idea or ideas.

What you will submit:

A videotape of a stand-alone *interpretive* talk that you have planned, prepared and presented to an on- or off-sight audience.

Before preparing your submission, it is to your advantage to review the Module 103 curriculum and certification standard.

Key submission points:

- The talk you submit should have a primarily interpretive purpose and objectives. A talk that is primarily informational, no matter how well delivered, and though its subject may be important to park operations, will not meet this certification standard. The interpretive elements and interpretive delivery methods/techniques of the talk are the focus of this assessment.
- Interpreters must be able to understand the structure and requirements for preparing, and the dynamics of delivering a stand-alone talk. The talk may utilize some props or other visual/auditory elements, as long as the narrative of the talk is not dependent on them to provide opportunities for connections to resource meanings. (Programs that rely heavily on media elements, props, activities or demonstrations are not recommended for Module 103; however, they may be appropriate as submissions for Module 210 or 220. Contact the Training Manager if you are unsure.)
- The obligation for accuracy, topic choice and appropriateness, delivery mechanics, etc., remain the responsibility of you and your supervisor, and are not measured in this review.
- A self-assessment worksheet is available for this module -- it is recommended that you review this worksheet before you submit.

Preparing your submission:

1) For this competency, you will submit a complete interpretive talk recorded on or copied to VHS videotapes. It is not necessary to include warm-up orientation or question/answer portions of a program unless their content is somehow pertinent to the interpretive focus of your talk. If at all possible, choose a talk to submit that is **between five and thirty minutes** in length. Please indicate the exact length of your talk on the tape labels.

2) The talk should be performed in a park setting with a "real" visitor audience. Off-site programs that interpret park resources are also appropriate. Please submit a program that was intentionally prepared as a stand-alone talk. (A portion of some other activity will likely not certify unless it clearly functions as a stand-alone talk.)

3) Since each competency has unique characteristics that are important to demonstrate, it is **not** to your advantage to submit the same program for more than one competency. Therefore, please do

EXPERIENCE YOUR AMERICA

The National Park Service cares for special places saved by the American people so that all may experience our heritage.

Module 103 Submission Guidelines

not submit the same program for more than one competency without prior approval by the Certification Program Manager or Training Manager.

4) Submit **three copies*** of the interpretive talk on VHS tapes. The tapes you submit must have **clear, discernable audio**, and primarily focus on the interpreter. Record and duplicate your tapes at normal speed. If possible, the audience should be shown in context at least once during the program -- group size does not matter. Any view of the resources being interpreted that helps a certifier understand the message is welcomed, but not necessary.

5) If at all possible, use a **lapel microphone** and mount the camera on a tripod when making your tape. For additional tips on preparing a video, see the attached "TIPS," prepared by Tom Davies, NERO.

6) Be aware that some states prohibit the videotaping of minors. If this is the case where you work, do not include video of the group, simply submit a one paragraph description of the audience, and note the legal restriction on the tape.

7) Complete and submit one copy of the attached "**Product Submission Registration Form**" with your submission.

When reviewing the video, certifiers will assume good faith effort, and that accuracy and authenticity of the program have been verified at the park level.

*It expedites the process if you can submit **three copies** of your tape. If not possible, be sure to keep one copy for yourself and submit at least one tape for review.

Where to submit:

Once you have reviewed your project with your supervisor and agreed that it is ready to submit, send to:

Training Manager for Interpretation
Mather Training Center
P.O. Box 77
Fillmore St. and Storer College Place
Harpers Ferry, WV 25425
Attn: Product submission

You can request a "delivery confirmation" from the post office. Leave your videos in their protective boxes or cases, and pack them carefully. All videos will be returned. Keep the original video yourself, in case something happens to the package in transit.

*Certification in this competency serves the overall development of employees in Ranger Careers positions, and meets the NPS national standard for interpretation in interpretive talks. Certification in this competency is a point-in-time assessment. Long-term performance trends are measured at the park level. Eligibility for promotion is determined by the supervisor and park.

Last update: April 19, 2000
<http://www.nps.gov/idp/interp/103/submit.htm>