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## ***Submission Guidelines for Peer Review Certification***

### **Conducted Activity**

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#### **What you will submit:**

A videotape or DVD (see guidelines below)\*\* of a complete conducted activity (walk, tour, hike, or other program in which the audience moves between several stops and/or resource-based activities), performed in a park setting with a real visitor audience.

**Before** preparing your submission, it is to your advantage to review the competency description and certification standard.

#### **Key submission points:**

- An effective conducted activity will facilitate experiences in and with the resource (resource immersion), rather than just using the resource as a "backdrop" for an interpretive talk. A key to success is when you are able to make the physical resources at each stop the center of focus for audience attention, rather than yourself.
- An effective conducted activity will involve physical movement and/or activity that facilitates resource immersion and access to resource meanings.
- An effective conducted activity will provide a purposeful sequence of directed experiences and meaningful transitions to provide continuity of thought and build cohesive development toward an overarching relevant idea or ideas.
- The obligation for accuracy, topic choice and appropriateness, delivery mechanics, etc., remain the responsibility of you and your supervisor, and are not measured in his 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 conducted activity recorded on or copied to VHS videotapes, preferably **between twenty and sixty minutes in length**. Please omit long periods of movement between stops on the conducted activity. 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 program. Please indicate the exact length of your program on the tape labels.
- 2) The program should be performed in a park setting with a "real" visitor audience. Please submit a program that was intentionally designed/prepared as a conducted activity. (A portion of some other presentation, such as an education program, will likely not certify unless it clearly functions as a conducted activity.)
- 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 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 conducted activity on VHS tapes. The tapes you submit must have **clear, discernable audio**. Record and duplicate your tapes at normal speed. Although the video should focus primarily on the interpreter, it is helpful if it can also show members of

the group interacting among themselves, with the resource, and with the interpreter. Any view of the resources being interpreted that helps a certifier understand the message is welcomed, but not necessary.

**\*\*Important guidelines for DVD submissions:** We have experienced many problems with submissions on DVD -- the only media playback software that is standard on all government computers is Windows Media Player. Therefore, all DVD submissions must be able to play in Windows Media Player in order to ensure that the certifiers can view the DVD. Please convert your program to play in Windows Media Player as the default. **Please check all three copies of your DVD submission to make sure the audio and video play all the way through in Windows Media Player.** Failure to follow these guidelines may result in your submission being returned to you without being reviewed.

- 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  
51 Mather 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.