



PREPARING YOUR SUBMISSION: WHAT YOU NEED TO KNOW

Planning Park Interpretation

Introduction:

To demonstrate this competency the interpreter must answer a series of questions in essay format, analyzing a park interpretive planning effort in which the interpreter participated.

What you will submit:

Complete and submit the attached "Product Submission Form" for each certification you attempt. Your essay answers must describe a park planning effort in which you participated. Your project may be for a park's seasonal interpretive program, for a comprehensive interpretive plan, for a special event or other interpretive project, or for a park planning project that does not directly address interpretation, but affects the interpretive goals of your park in some way. Describe your project and answer the questions in the questionnaire below.

Important:

You are not required to answer the parenthetical questions following each of the five sections. The parenthetical questions are intended to help you provide information that will help you demonstrate certification standards. Your project may be better described through different questions or avenues.

Please provide the narrative answers in a manner that you feel best communicates the way in which your project met certification standards. Your ultimate task is to match your answers with the bold faced language provided at the top of the rubric page. "Are my statements clearly described by the rubric language that defines certification standards?"

Be sure to check your work against the assessment rubric.

Remember:

Each element must be individually effective and work with the other elements in the project to achieve certification.

NOTE:

At the Full Performance level you have the option to develop one competency project to be reviewed against all four sets of standards separately. Keep in mind that the requirements on the "How to Submit" page for every competency you couple with your project must be met (i.e., you must prepare an essay, and a facsimile, and a questionnaire if you choose to combine Planning, Media, and Training/Coaching in one submission). Likewise, you have the option to develop a separate project for each Full Performance competency, and submit them separately. If you choose to combine the reviews and address more than one competency with a single project, be sure to INDICATE CLEARLY on your project label which competencies you wish to have the project reviewed against.

What to do when your submission is ready:

Review your essay answers with your supervisor. When you and your supervisor concur that the submission is complete, the project should be sent to the Training Manager (Becky Lacombe), Interpretation, Mather Training Center by E-Mail. If E-Mail is not available, send a disk with the essay questions and answers to:

Mather Training Center
Training Manager, Interpretation,
P.O. Box 77, Harpers Ferry, WV 25425.

What happens next?

The training manager will send your essay to two peers who are trained certifiers. Each will independently review the essay using the Assessment Rubric for Benchmark Competency: Planning Park Interpretation, developed specifically for this competency. The essay will be evaluated through peer review to determine whether it meets the certification standards. Those meeting the certification requirements will receive a letter from the training manager.

Those approaching certification will need to revise and resubmit their entry, making the adjustments prompted by feedback provided by the reviewers, and discussions with their supervisor. If you have your project reviewed against multiple standards and one or more elements are judged to be approaching certification, only the portion(s) approaching certification need to be revised and resubmitted. Questions about the process can be answered by any of your cluster curriculum coordinators or the training manager.

*Certification in this competency serves the overall development of employees in Ranger Careers positions, and meets the NPS national standard for interpretation in planning park interpretation. 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.

Essay Questions

Submission for Planning Park Interpretation

Please provide descriptions and answer the questions below in an essay format. Suggestions on what to include are in parentheses below each question.

- Describe the park planning effort to which you contributed.

(What relationship did interpretation have to the specific plan? What were the goals of the planning effort? What was the scope of the project?)

- How was teamwork important in your planning process?

(What roles did each member have? Were there problems reaching consensus? What were they? If consensus was reached, how did it occur? What role did the facilitator play? How did the team achieve “teamwork”? Were multiple perspectives included and respected?)

- How did your planning effort contribute to the goals in established park and interpretive planning documents?

(Are there established purpose, significance, and goals [CIP, GMP, RMP, Media Plan, SFI, etc.] for this park that relate to this planning effort? How did your planning effort support the purpose, significance, and goals for the park? How might it have more effectively addressed these?)

- Did your planning team develop an implementation strategy?

(Were potential funding sources identified? Was there a timetable for implementation? Who is responsible for the plan's implementation? How were implementation priorities established?)

Last update: April, 2001
<http://www.nps.gov/idp/interp/310/submit.htm>



Product Submission Form

Interpretive Development Certification Program

Please include this form with your submission

Name:

Park/Site:

Module #:

Date mailed:

This is my _____ submission attempt for this certification (1st, 2nd, etc.)

I have reviewed the enclosed product against the submission requirements AND rubric for this certification:

- Yes
- No

Has supervisor reviewed product?

- Yes
- No

Career Position (Please select one from the following):

- GS-0025: Park Ranger
- GS-1702: Educational Specialist
- GS-0303: Visitor Use Assistant
- Cooperating Associate Employee
- GS-0090: Park Guide
- SCA/Student Intern
- Volunteer
- Other _____

Career Status (Please select one from the following):

- Permanent
- Term
- Seasonal
- Intake (Year _____)

Product Format (Please select from the following and indicate number of copies):

- Video (_____ copies)
- Floppy Disk
- Hard Copy (_____ copies)
- ccmil/Email

Product Topic/Emphasis is primarily:

- Natural
- Cultural
- Natural and cultural
- Other _____

FedEx mailing address and phone number:

Park phone and email address: