PREPARING YOUR SUBMISSION: WHAT YOU NEED TO KNOW
Interpretive Research and Resource Liaison

Introduction:
To demonstrate certification standards, the interpreter must compile an annotated bibliography on a single resource subject and complete three essays about specific subject-matter content and audiences for each of three interpretive products.

What you will submit:
1) A "Product Submission Form, " (attached);
2) An annotated bibliography comprehensive of the foundational sources that inform your subject matter AND a description of how each source is useful for interpretation (see examples [link]);
3) A total of three "Interpretive Product Essay(s)," one for each audience category (attached).

Your essay answers must describe three interpretive products on the same resource subject, one for each of the three audience categories. The interpretive products can include any combination of interpretive vehicles; three informal contacts, exhibits, talks, written pieces, tours, illustrated programs, curriculum-based programs, etc. or any mix of interpretive vehicles. Each interpretive product must clearly deal with the same subject matter but must also demonstrate the selection of specific content that meets the interests of the specified audience. Develop your essay answers around the questions as directed.

Be sure to:
Check your work against the assessment rubric. Remember: Each element must be individually effective <u>and</u> 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 for Interpretation, Mather Training Center by e-mail. If e-mail is not available, send a diskette to:
Training Manager, Interpretation, P.O. Box 77, Harpers Ferry, WV 25425,
Attn: Product submission.

Annotated Bibliography

Important:
Your ultimate task is to match your answers with the bold faced language provided at the top of the rubric page. Ask yourself, **"Are my statements clearly described by the rubric language that defines certification standards?"**

Examples: [link history example annotated bibliography]

All of your sources must be referenced to the degree that a colleague, certifier, or visitor could locate the material in a reasonable manner. Because the professional disciplines interpreters work with vary widely in their required citation style, citation style will not be assessed. However, certifiers are looking for overall evidence the material is well referenced. Citations that include author, title, location of publication and/or source, publisher, date of publication or record, page number(s), or web addresses demonstrate this most clearly. It is in your best interest to be as detailed as possible.

Certifiers are looking for evidence that you have thoroughly and comprehensively researched your subject matter and understand how to apply content interpretively. Simply listing sources without displaying an understanding of both their content and their potential interpretive use will not illustrate the elements described by the rubric.

Descriptions of primary and secondary sources that subject matter experts, hobbyists, **and** advocates are likely to be familiar with will help communicate your achievement of this standard. Your submission will be stronger if the bibliography includes a variety of perspectives on the subject matter. What contribution does the source make to the subject matter? What is the source trying to say? Also important to the certifiers is an articulation of how each source can be used interpretively.

The following are suggested categories that might provide a useful structure for your annotated bibliography. However, you are free to organize your annotated bibliography in a manner that you feel best communicates the way in which your knowledge of the resource meets certification standards.

General References—These are secondary sources that are foundational to an understanding of the subject matter. They provide perspectives and understandings that are common to subject matter experts.

Related References—These are also secondary sources that speak to related subject matter. They should be included if the subject matter selected requires an understanding of these related subject-areas.

Specific References—These are often primary sources, but may also be secondary. They specifically use the resource to address the subject matter.

Basic Interpretive Content—This is information that most of your interpretive products dealing with the subject will include—regardless of the specific audience. It may be helpful to refer to this material in your "Interpretive Product Essay(s).

Interpretive Product Essays

Choose <u>one audience from each of the three lists</u> below and complete an "Interpretive Product Essay" for each audience. **You must submit a total of three "Interpretive Product Essay(s)."**

Some audiences can be placed in more than one category. For example, a local club from list A may also qualify as an ethnic or advocate group from list C. In such cases you may use an audience in either list but not both.

A
Seniors
Children
Curriculum based groups
Local club, service organization, merchants association, chamber of commerce, and other community organizations or their individual members
Subject matter experts—clubs, professional associations, and organizations or individual members with advanced knowledge of the subject matter

B
General Audience
Religious groups or individuals
Military groups or individuals
Recreational users
Travel groups or individuals
Hobbyists
Family reunions

C
International visitors
Advocacy groups or individuals—organizations or their individual members with a political or social agenda that relates to the resource
Ethnic and cultural groups or their individual members

Important:
You must answer the questions in bold. You are not required to answer the parenthetical questions. The parenthetical questions are intended to help you provide information that will help you demonstrate certification standards. Your interpretive products and audiences 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 interpretive products meet certification standards.

Questions:

Who was your audience?

What were the interests and relevant characteristics of that audience and how did you find out? (Certifiers are looking for evidence you have researched the interests and characteristics of your audience. Do you have access to any formal studies on your audiences? Have you read about your audience? Have you researched subject matter that is relevant to your audience? Have you or your colleagues talked with representatives of your audiences? What did you learn and how did you document your understandings?)

What was your interpretive product and what were its goals? (What kinds of connections did you hope to provoke? What did you want the audience to learn and/or feel?)

What resource subject matter content did you use to meet the interests of your audience? How did you use that content to meet those interests? Please include references for the information you used specifically for that audience. (How did you attempt to establish relevance for the audience? How did you attempt to provoke the audience into making their own intellectual and emotional connections to the meanings and significance inherent in the resource?)

Last update: April 19, 2000
http://www.nps.gov/idp/interp/340/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-0090: Park Guide
❏ GS-1702: Educational Specialist ❏ SCA/Student Intern
❏ GS-0303: Visitor Use Assistant ❏ Volunteer
❏ Cooperating Associate Employee ❏ 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) ❏ Hard Copy (_____ copies)
❏ Floppy Disk ❏ ccmail/Email

Product Topic/Emphasis is primarily:

❏ Natural ❏ Cultural
❏ Natural and cultural ❏ Other _____

FedEx mailing address and phone number:

Park phone and email address: