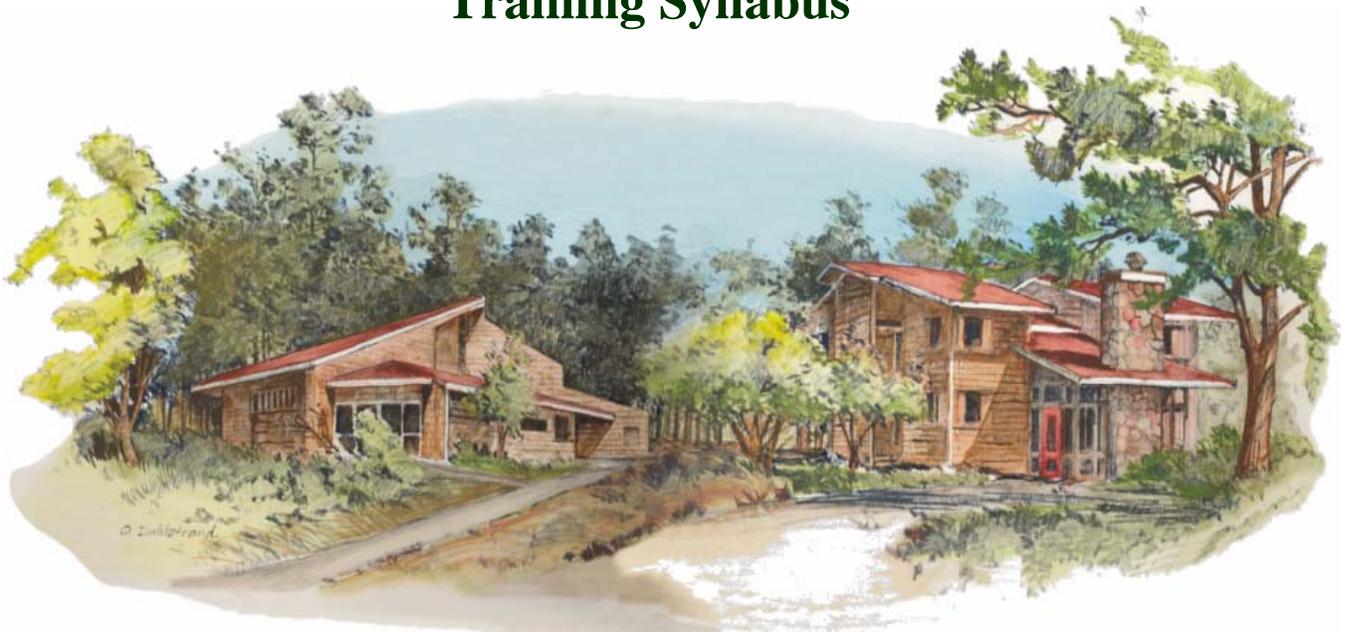


HISTORIC PRESERVATION

April 22-27, 2007

Training Syllabus



William Penn Mott Jr. Training



Memorandum

Date: April 13, 2007
To: Supervisor
From: Department of Parks and Recreation
William Penn Mott Jr. Training Center
Subject: Employee Attendance at Formal Training
Historic Preservation Group 19

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that specific employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee, after discussion with supervisor, must login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and logs in to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Michael D. Green
Department Training Officer (Acting)

Attachment

cc: Participant

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*Mission Statement
Training Office*

*The mission of the Training Office is to improve
organizational and individual performance through
consulting, collaboration, training and development.*

MOTT TRAINING CENTER STAFF

Michael Green..... Department Training Officer (Acting)
Joanne Danielson Training Specialist
Chuck Combs..... Training Specialist
Dave Galanti Training Specialist
Sara Skinner Training Specialist
Michelle Gardner Cadet Training Officer
Connie Breakfield..... Cadet Training Officer
Pat Bost Assistant Program Coordinator
Pamela Yaeger Assistant Program Coordinator
Bill Spencer Assistant Program Coordinator
Edith Alhambra..... Assistant Program Coordinator
Summer Kincaid..... Assistant Program Coordinator

THE MISSION

of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its Training Center. The Department strives to enhance your learning and job performance with formal training of the highest quality. This fact demonstrates the commitment your Department has made to you in your service to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Program Attendance Requirements" section.)
3. **TRAVEL:** Arrange your travel to and from the training through your District or Office. (No reimbursement for travel expense - including per diem costs - will be approved for travel not specifically authorized in advance by the District Superintendent.) Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6. The Training Center does not have the capability to provide transportation to/from Monterey Airport.

4. HOUSING: Housing will be assigned to you on a shared-room basis and will be available from 3 p.m. on the date of arrival to 12 noon on the date of departure. The Department provides your room and board expenses at the Training Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Please advise the Department Training Officer no later than one week before your scheduled arrival if you plan to live off-grounds. No animals are permitted in Asilomar housing. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless registered beforehand at the front desk in Asilomar's Administration Building. Quiet hour for lodge living areas is 10 p.m.

HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

5. MEALS: Meals will be provided, semi-cafeteria style, from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:15 a.m. for breakfast, 12 noon for lunch, and 6 p.m. for dinner. Hot or box lunches may be provided on some days. **If you require a special diet, notify the Asilomar Chef at 831-372-8016 no later than one week before your scheduled arrival.**
6. OFF-GROUNDS ACCOMMODATIONS: When authorized to stay off-grounds by the Department Training Officer, the Training Center will pickup the cost of your room and meals at the current DPR Asilomar rate. If you stay off grounds and have meals on grounds, the Training Center will authorize only what the Department pays Asilomar for lodging.
7. CLOTHING: Field uniforms of "Required Uniform Items" (not including optional items) will be worn daily by all uniformed employees during formal training sessions unless specified in the Program Attendance Checklist (See "Required Uniforms Items" in the appropriate Uniform Handbook). Non-uniformed employees should wear apparel normally worn on the job. Appropriate attire includes apparel suitable for casual office dress. It does not include such items as shorts, T-shirts or tank tops (special clothing requirements for your program may be described in "Attendance Checklist" section).

Because we are on the conference grounds with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

8. ROOM SAFES: Recently two safes have been installed in each of the lodge rooms used by the Training Center (Live Oak, Tree Tops, and Deer Lodge). These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
9. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Training Center shall be in a safe condition and stored in one of the following locations: your room safe in Live Oak, Tree Tops, or Deer Lodge, one of the Training Center's safes in the Whitehead Room or secured in your vehicle.
- 10 ALCOHOLIC BEVERAGES: Participants shall not possess or consume alcoholic beverages in common areas (living room) while on the Asilomar Conference Grounds unless provided and hosted by Concessionaire Delaware North.
11. SMOKING: Smoking is not permitted in the Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
12. TRAINING CENTER: The Training Center is located on Asilomar Conference Grounds, part of Asilomar State Beach. The Conference Grounds are operated for our Department by a concessionaire, and all lodging and food services are provided to us by employees of the concessionaire. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and concessionaire. None of us can expect preferential treatment for any reason and, as a departmental employee, you will be expected to join in our continuing effort toward an effective relationship with each Asilomar concession staff member. On occasion, non-departmental groups may be staying in the same lodges. It is imperative that you represent the Department well on and off duty.
13. REGISTRATION: When you arrive at Asilomar Conference Grounds, go directly to the front desk at the Asilomar Administration Building for your room key and dining room ticket. If you require vegetarian meals, notify the front desk representative and your meal ticket will be marked accordingly.
14. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
15. TRAINING CENTER STAFF: A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the

program, you may be asked to assist Training Center staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.

16. **TRAINING MATERIALS:** May be made available to you at both your unit and the Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Copies of DAM and DOM will be available to you for self-study. Bring your own pens and pencils.
17. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. **An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course.** The Training Center Manager may modify this requirement based upon participant knowledge level and/or the portion of the course missed. (There is a separate attendance policy for Basic Visitor Services training contained in the Participant Handbook).
18. **COLLEGE CREDIT:** Most training programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
19. **VEHICLES:** All vehicles should be parked in the lots adjacent to the Training Center. Any questions regarding use of a State vehicle while at the Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Training Center.
20. **BICYCLES:** If you bring your bicycle, store it in the bicycle shed next to the Training Center. Bicycles may not be brought into any building nor chained to lampposts, trees, etc. The Training Center has a limited number of bicycles available for your use. Prior to your use, you are required to complete a safety inspection and sign a waiver which is posted in the bicycle shed.
21. **MAIL:** Mail forwarded to you during your time at the Center should be addressed to you in care of:

Department of Parks and Recreation
WILLIAM PENN MOTT JR. TRAINING CENTER
P. O. Box 699, Pacific Grove, CA 93950
22. **CELL PHONES:** As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.

23. FAX: The Training Center's FAX number is (831) 649-2824.
24. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call the Center at (831) 649-2954. Calls after 5 p.m. or during weekends should be made to (831) 372-8016, Asilomar Conference Grounds, and the caller should tell the switchboard operator you are with a Department of Parks and Recreations training group.
25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments. An iron is available for 24-hour checkout from the Training Center front desk.
26. RECREATION: Facilities available on grounds include a heated swimming pool, ping-pong and pool tables, and a volleyball court. The Monterey area offers horseback riding, golf, tennis, racquetball, deep sea fishing, and many historical landmarks and scenic sights to explore.
27. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session at the Center. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.

ATTENDANCE CHECKLIST

To assist you in preparation for formal training sessions at the William Penn Mott Jr. Training Center the following checklist is provided.

1. Read and understand the Historic Preservation syllabus prior to your arrival.
2. Discuss the Historic Preservation program with your supervisor. What specific changes in your abilities and performance are expected to result from your attending this training? Be prepared to share your expectations during the orientation.
3. Completed following Pre-Training Assignment.
4. Bring the following to training:
 - Training Syllabus.
 - Pre-training assignment.
 - Coffee cup, pens and pencils.
 - Foul Weather Gear (Due to the possibility of rain during the program, it is required that you bring rain gear with you.)
 - Proper field uniform. See uniform handbook and note in Formal Training Guidelines #7.

PRE-TRAINING ASSIGNMENT

Bring to class a copy of one your unit's General Plans (if available), one historic structures report and one condition report for review in the class. Also be prepared to briefly discuss the historic structure report and condition report you are bringing to class.

Prepare a five-minute presentation on a project within your district that relates to Historic Preservation. Tell us what type of problems you have encountered, success stories related to the project, and how it is interpreted to the public.

Complete the form on page 7 and fax to Chuck Combs by 4-19-07. If you have any questions, please call Chuck Combs at (831) 649-7124 or email chuck@parks.ca.gov.
Presentations will be limited to 5 minutes.

HISTORIC PRESERVATION CLASS PRESENTATION

I plan to present about _____ for my historic preservation presentation.

- I will need
- Computer
 - Slide Projector
 - Power Point
 - Overhead Projector
 - Document Camera
 - Other: _____

Name: _____ District: _____

Please fax to Chuck Combs at 831-649-2928, by Thursday, April 19, 2007.

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed).

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

HISTORIC PRESERVATION GROUP 19 – A G E N D A – April 22-30, 2007

Sunday

April 22

*Registration: Check-in at the Asilomar
Administration Building*

All

Special Notice: This program will be conducted at the Mott Training Center Shop Annex, 2211 Garden Road, Building C, Monterey, California. Vans are available to transport you to and from the Shop Annex and will leave the Mott Training Center promptly at 0800 daily and return at 1700.

Monday

April 23

0830-0930	Welcome, Orientation, Expectations and Program Overview	Combs
0930-1030	Introduction to Historic Preservation	Mackensen
1030-1130	State Office of Historic Preservation	Mackensen
1130-1200	Historic Building Codes	Mackensen
1200-1300	<i>Lunch</i>	
1300-1400	Historic Building Codes	Mackensen
1400-1500	State Parks Development and Role in Historic Preservation	Mackensen
1500-1630	Restoration of Historic Structures	Mackensen

Tuesday

April 24

0830-1000	Docents and Associations Role in Historic Preservation	Cowan/Mott
1000-1100	Interpretation and Historic Preservation	Skinner
1100-1200	Overview of Architectural History	Moore
1200-1300	<i>Lunch</i>	
1300-1630	Field Trip – Old Town Monterey	All

Wednesday

April 25

0830-1030	PEF – 5024	Hurley
1030-1130	Archeology and Historic Preservation	Schwaderer
1130-1200	Class Presentations	Combs
1200-1300	<i>Lunch</i>	
1300-1630	Field Trip – San Juan Bautista	All

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Thursday

April 26

0830-1000	Applied Historic Research	TBA
1000-1100	Historic Structure Reports	Moore
1100-1200	Class Presentations	Combs
1200-1300	<i>Lunch</i>	
1300-1630	Field Trip – Pt. Sur Light Station	

Friday

April 27

0830-1000	Historic Preservation and the ADA	Bielecki
1030-1130	Role of DPR Museum Collections and Historic Preservation	Quist
1130-1200	Program Review and Closure	Combs
1200-	<i>Lunch and Depart</i>	

HISTORIC PRESERVATION

36 HOURS

PROGRAM OUTLINE

Orientation..... 1.5
Welcome, Orientation, Expectations
Program Overview.....
Historic Preservation Movement 3.5
Introduction to Historic Preservation.....
Park Docent and Cooperating Associations
Role of DPR in Historic Preservation..... 8.0
State Park Development and Role in Historic Preservation
Office of Historic Preservation.....
Resource Elements, General Plan, PRC 5024.....
Class Presentations
Discovering Our Past 7.0
Architecture in History
Historic Research.....
Archeology
Oral History
Adaptive Use of Historic Buildings..... 2.0
Concessions - Adaptive Uses
Commercial Uses.....
Historic Interpretation 7.0
Interpretation and Historic Preservation
Interpretive Collections..... 4.0
DPR Collections Program
Protection of Historic Fabric
Adaptive Use of Room for Storage.....
Collections Security and Care
Interpretive Artifacts
Restoration of Historic Structures..... 2.0
Review and Closure 1.0

Total Hours**36.0**

HISTORIC PRESERVATION

PROGRAM ORIENTATION/INTRODUCTION

Purpose: Participants will meet one another and the Program Coordinator and Instructors. The group will share expectations for the training program. In addition, program content will be reviewed and registration for Monterey Peninsula College completed.

Performance Objectives: By the close of the session the participant will

1. Review program content, procedure, and evaluation processes.
2. Complete Monterey Peninsula College registration materials.
3. Adhere to all Training Center guidelines.
4. Review pre-training assignment.

HISTORIC PRESERVATION AT THE NATIONAL AND STATE LEVEL

Purpose: To gain an understanding of the history of the historic preservation movement, past to present, at the national and state level.

Performance Objectives: By the close of the program the participant will

1. Identify the roots of historic preservation at the national and state level.
2. Define the role of the National Park Service and how they interface with state projects.
3. Clarify programs that affect historic preservation efforts, i.e., the national register, educational program and state-local assistance.
4. Review the Department's legislative directives to own and operate, for present and future generations, historic landmarks, monuments and archeological sites of state and national significance.
5. Recognize and identify various architectural styles and historic periods related to them.

HISTORIC PRESERVATION AND THE DEPARTMENT OF PARKS AND RECREATION ROLE

Purpose: To present departmental involvement and capabilities as stewards of National Register properties, sites and monuments.

Performance Objectives: By the close of the program the participant will

1. Demonstrate and understand the function and responsibility of the Office of Historic Preservation and how they interface with state parks, allied agencies and local communities.
2. Demonstrate a knowledge of General Plans, PRC 5024 process, CEQA.
3. Review and discuss DPR's involvement as stewards of National Register properties, sites and monuments from 1928 to present.
4. Identify statewide historic preservation projects in the Department.

HISTORIC PRESERVATION APPLICATIONS AT THE DISTRICT/UNIT LEVEL

Purpose: To identify historic preservation efforts, techniques and resources at the district/unit level.

Performance Objectives: By the close of the program the participant will

1. Describe the role of historic structures reports and allied considerations of restoration projects.
2. Identify the role and application of interpretation in historic preservation.
3. Review knowledge of professional historic techniques used to promote the historic preservation effort.
4. Describe the relationship of museum collections to historic preservation, i.e., lighting, temperature control, adaptive use of rooms for storage, and security.
5. Identify the compatibility of house museums to historic preservation while protecting the historic fabric of adapted structures.
6. Review National Register themes in state park units.
7. Identify conflicts and resolutions between various elements in the General Plan such as CEQA, PRC 5024, archeological resources, national resources, historic resources, development, etc.

location map for
WILLIAM PENN MOTT JR. TRAINING CENTER
837 ASILOMAR BLVD.
PACIFIC GROVE, CALIFORNIA 93950

