

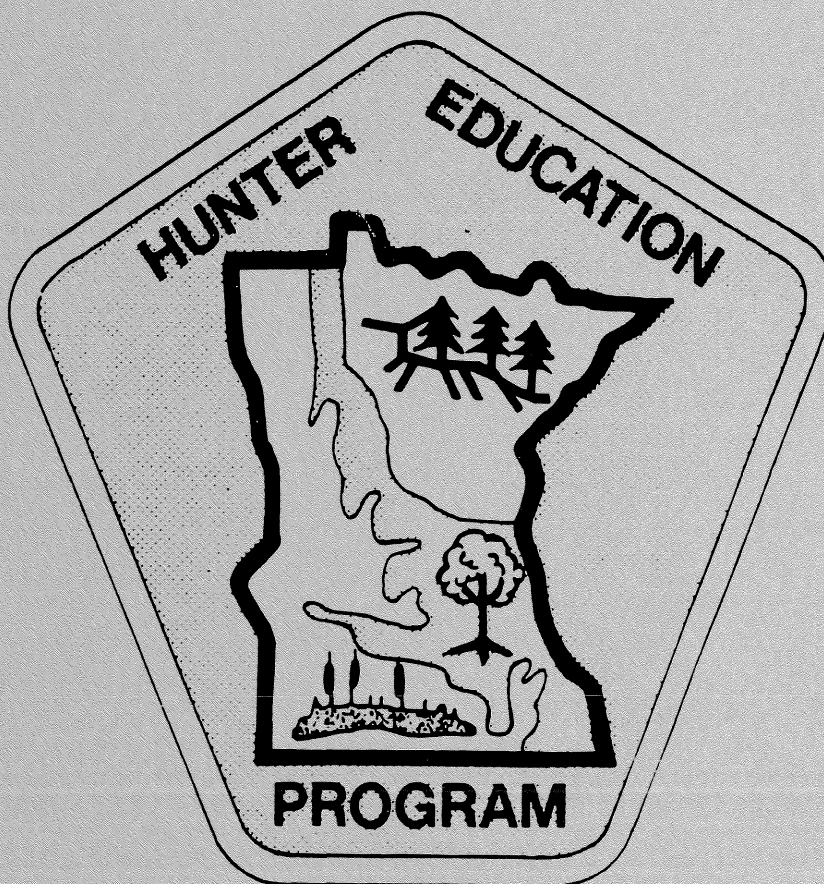
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## **MINNESOTA'S ADVANCED HUNTER EDUCATION INSTRUCTOR POLICY HANDBOOK**



**DIVISION OF ENFORCEMENT**



## .. INSTRUCTORS - WELCOME TO MINNESOTAS' ADVANCED HUNTER EDUCATION PROGRAM

Welcome to the **MINNESOTA ADVANCED HUNTER EDUCATION PROGRAM** and congratulations on your decision to become a volunteer instructor.

With your help, we plan on putting the most informed and responsible hunters in the field possible.

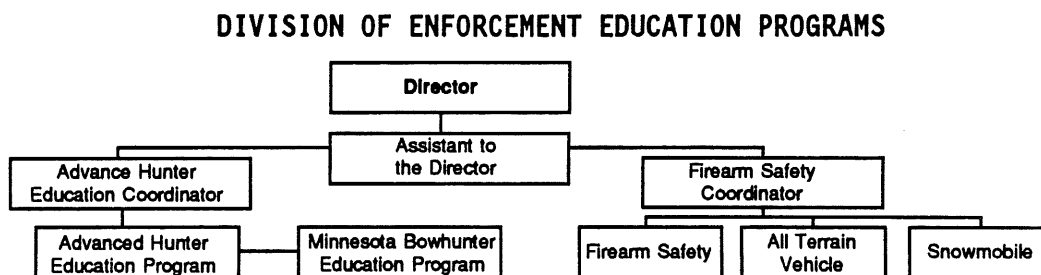
Minnesota developed the **ADVANCED HUNTER EDUCATION PROGRAM** in 1976 after public outcry over the 'slob' hunters present in Minnesotas hunter population. Its mission was and still is to:

### MISSION

provide instructional programs designed to instill in hunters a responsible hunting attitude and to assist them to adopt and follow an acceptable behavior towards people, wildlife, and the environment in which they hunt.

In the fall of 1988, the IBEP(International Bowhunter Education Program) was officially adopted by the DNR Enforcement Division, was then renamed the MBEP(Minnesota Bowhunter Education Program) and is now offered as a specialty seminar attached to the Advanced Hunter Education Program.

The **MINNESOTA ADVANCED HUNTER EDUCATION PROGRAM** was originally administered by the DNR Bureau Of Information and Education. In March of 1987 the Advanced Hunter Education Program was transferred into the DNR Division of Enforcement. The current administrative structure of all hunter and safety programs is as follows:



We are sure you will find tremendous self-satisfaction in your role as an Advanced Hunter Educator. Without you, we would not have a program.

Thank you for participating,

Yours in Hunting!



## FORWARD

I think I know you, but I can't recall where we met. It could have been over coffee in the duck blind that October morning when the mallards came from nowhere. Or was it on a logging road that bright September afternoon when we shot more leaves than grouse. It could have been that frozen November day where all the trails come together at that buck scrape. Where or when really makes no difference, I guess. It's what we talked about I remember.

We talked about the one subject they say we always talk about, namely hunting. We talked of the meaning our hours afield have for us; of special game, special stands, special friends.

We talked also of the lack of consideration, ability, knowledge and respect of some of our numbers who also call themselves hunters; of the damage these people cause to property, game and our hunt. We both felt the disappointment after a landowner refused to allow us to hunt his land. The reason: the misdeeds of some scatterbrains who only pose as hunters. We agree these people were hurting us in the eyes of the non-hunter, and providing ammunition for the anti-hunter.

As we parted, we mentioned how great it would be if the men and women afield really deserved to be called a hunter. Your last words were, "Something has to be done." Lets hope this is a start.

MINNESOTA ADVANCED HUNTER EDUCATION PROGRAM

INSTRUCTORS POLICY HANDBOOK

BELONGS TO:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_, MINNESOTA ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ AHEP INST. ID # \_\_\_\_\_

DNR FILM LIBRARY ID # \_\_\_\_\_

AS AN AHEP INSTRUCTOR I WILL NOT FORGET THAT:

"If students are not involved, I have not taught."

"Most human beings are poor speakers and poor listeners, so... I have a challenge."

"Just talking is the poorest teaching method."

"It is easier to teach if you get students involved."

"The bottom line is what they learn, not what I teach."

"The future of hunting depends on dedicated volunteer instructors providing effective Hunter Education."

"Tell me and I will listen, show me and I will remember, involve me and I will understand."

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## INSTRUCTOR CLASSIFICATIONS

The Advanced Hunter Education Program has three instructor classifications. They are: Associate, Certified, and Master.

When you are first trained as an instructor you will be classified as an Associate Instructor. This is a position where the individual has a chance to "get their feet wet". They are required to work with the help of a Master or Certified instructor who is their supervisor. They will have all the benefits, responsibilities, and rights as do Certified Instructors (with the exception for ordering materials and films.) They will not be issued an instructor number until they become certified. This is the basis for their working with an instructor who has a number to order materials and films. Any Associate who is not active in the program within two years of their training will be dropped from the instructor list.

Once an Associate instructor has completed their apprenticeship and indicates an interest to continue, they will become Certified Instructors. Certified Instructors are the backbone of the program. They are the "workhorses" that conduct seminars and clinics. They will be assigned their instructor numbers and may order materials and films as needed.

A Certified instructor is encouraged to continue to work with fellow instructors; Associate, Certified, and Masters in their area in conducting program events. Groups or teams are encouraged. Team work generally produces much greater results than single individuals working alone. Also program staff personal are willing and able to assist all instructors with ideas and information as needed.

Master Instructors are appointed to the position upon the establishment of a need for a master instructor in a given area. They must meet the qualifications of a master instructor and following the procedure established for becoming a master. A master instructor is one who assists staff in carrying out the goals and objectives of the AHE program.

## INSTRUCTOR JOB DESCRIPTIONS

### ASSOCIATE ADVANCED HUNTER EDUCATION INSTRUCTOR

Position Title: Associate Advanced Hunter Education Instructor

Selection of Associate Instructors: To become an associate instructor you must complete the following application procedures:

1. Complete the 18 hour Advanced Hunter Education Seminar as prescribed. (Exception: Persons who currently have a Minnesota Teachers Certificate and will use the course as a part of their school curriculum.)
2. Be 18 years of age or older.
3. Complete and fulfill the requirements in the volunteer instructors application form.
4. Demonstrate a desire to work for the goals of the Advanced Hunter Education Program.
5. Have an unquestionable record as a top quality sportsman in the eyes of peers and has pledged to meet and uphold the covenants of the ...Certified Instructors's Creed.
6. Have hunted game frequently for at least three years and have enough hunting experience to adequately fulfill the responsibilities of a certified hunter instructor or, as a non-hunter, have a strong interest and experience in wildlife and work with lead instructors in a supportive role.
7. Complete the Advanced Hunter Education Instructors training as prescribed by the program.

Responsible to: Advanced Hunter Education Staff and their assigned Master or Certified Advanced Hunter Educations Instructors.

Duties and Responsibilities: As you are working toward becoming a certified instructor your duties and responsibilities will be the same as that of a certified instructor. The only exception to this is that you will be working under supervision and all your films and materials will be ordered through the assigned Master or Certified instructor. You will be assigned an Identification number when you have become a certified instructor. The Associate Instructor shall:

- (1) Carry out the course of instruction for hunters following the guidelines from the Advanced Hunter Education Program.
- (2) Assure that participants of their seminar are well trained and sufficiently examined to be safe and ethical while afield.
- (3) Work in a team teaching situation (whenever possible).

- (4) Follow state policies and instructions from staff and Master Instructor.
- (5) Strive to expand the Advanced Hunter Education Program.
- (6) Submit reports as required to the AHE program.
- (7) Recruit new instructor candidates based on need expressed by staff or Master instructor.
- (8) Maintain familiarity with new teaching techniques, teaching aids, and program contents as provided by the program.

In-service Training: Associate Instructors shall attend training seminars as required by the Advanced Hunter Education Program.

Evaluation: The Associate Instructor will be evaluated with performance reviews by the Advanced Hunter Education staff or their appointed personal.

Term: You will have 24 months to become a certified instructor. If within that period of time you have not completed all of the requirements, you will be dropped from the program.



## CERTIFIED ADVANCED HUNTER EDUCATION INSTRUCTOR

Position Title: Certified Advanced Hunter Education Instructor

Selection of Certified Instructors: Associate Advanced Hunter Education Instructors will become Certified Instructors upon completion of their practice teaching in one or more AHE seminars.

Appointment procedure:

- (1) Complete practice teaching.
- (2) Meet Instructor Qualifications.
- (3) Be recommended by their Master or Supervising Certified Instructor, or staff.
- (4) Be approved by Program Coordinator.

Qualifications: The Certified Instructor must:

- (1) Must have directly worked in one or more seminars by doing one or both of the following:
  - (A) Teach at least a 30 minute segment of a seminar.
  - (B) Plan a seminar according to the AHE Instructors manual with the guidance of their supervising instructor.
- (2) Be willing to devote the necessary time and effort needed to carry out AHE responsibilities.
- (3) Have the abilities needed to carry out the duties and responsibilities of a Certified instructor. (See duties and responsibilities section.)
- (4) Have a devout interest in teaching hunting ethics based upon responsibility and respect.

Responsible to: Advanced Hunter Education staff and their assigned Master Instructor.

Duties and Responsibilities: The Certified Instructor shall:

- (1) Carry out the course of instruction for participants following the guidelines from the Advanced Hunter Education Program.
- (2) Assure that participants of their seminars are well trained and sufficiently examined to be safe and ethical while afield.
- (3) Work in a team teaching situation (whenever possible).
- (4) Follow state policies and instructions from staff and Master Instructor.
- (5) Strive to expand the Advanced Hunter Education Program.
- (6) Submit reports as required to the AHE program.
- (7) Recruit new instructor candidates.
- (8) Maintain familiarity with new teaching techniques, teaching aids, and program contents as provided by the program.

In-service Training: Certified Instructors shall attend training seminars as required by the Advanced Hunter Education Program.

Evaluation: The Certified Instructor will be evaluated with periodic performance reviews by the Advanced Hunter Education staff, Master or Certified Instructor.

Term: Certified Instructors will retain their classification provided they are meeting the requirements of their job description.

Inactive instructors: Instructors who have not performed their duties for a period of 24 months will be placed on an inactive list.

## MASTER ADVANCED HUNTER EDUCATION INSTRUCTOR

Position Title: Master Advanced Hunter Education Instructor

Selection of Master Instructors: Selection is based upon ability and involvement with the needs of the program. The Advanced Hunter Education staff and Master Instructors will recommend individuals when there is need for a Master. The Advanced Hunter Education Coordinator, with staff input, will make appointments of Master Instructors.

Appointment procedure:

- (1) There is a need for a Master Instructor.
- (2) A certified instructor is recommended by staff or Master Instructor.
- (3) The recommended person must meet Master Instructor Qualifications.
- (4) The certified instructor is reviewed by a board composed of a staff person and two additional Master Instructors. (Not the person who recommended the instructor.)
- (5) Final determination will be made by the Program Coordinator.

Qualifications: The Master Instructor candidate must:

- (1) Have at least two years active experience as an AHE instructor and have shown exceptional teaching and leadership ability.
- (2) Be willing to devote the necessary time and effort needed to carry out AHE responsibilities.
- (3) Have the abilities needed to carry out the duties and responsibilities of a Master instructor. (See duties and responsibilities section.)
- (4) Have a devout interest in teaching hunting ethics based upon responsibility and respect.

Responsible to: Advanced Hunter Education staff.

Duties and Responsibilities: The Master Instructor shall:

- (1) Communicate with and provide motivation to all AHE Instructors assigned to them.
- (2) Coordinate the development of a yearly calendar for seminars, clinics, and other AHE events with all the instructors in their area. Assist with establishing locations, times, dates, and all other arrangements necessary to assure successful events.



- (3) Be an Instructor with good communication skills and be able to teach the Minnesota Wildlife Heritage session and at least one additional AHE subject area. Be able and willing to help others with content, teaching and learning skills in all areas.
- (4) Strive to expand the Advanced Hunter Education Program.
- (5) Submit reports as required to the AHE program.
- (6) Meet periodically with the AHE staff to provide input for short and long range planning.
- (7) Recruit new instructor candidates.
- (8) Work with the staff in training new instructors and recertification of instructors.
- (9) At the request of the program coordinator or staff, monitor AHE programs to assure program quality and compliance with policies and procedures.
- (10) Maintain familiarity with new teaching techniques, teaching aids, and program contents as provided by the program.

In-service Training: Master Instructors shall attend training seminars as required by the Advanced Hunter Education Program.

Evaluation: The Master Instructor will be evaluated with periodic performance reviews by the Advanced Hunter Education staff.

Term: Master instructors will retain their classification provided they are meeting the requirements of their job description.

Inactive instructors: Instructors who have not preformed their duties for a period of 24 months will be placed on an inactive list.

## **POLICY STATEMENTS**

Minors (ages 12 through 17) taking the Advanced Hunter/Minnesota Bowhunter Education Programs must possess a valid Firearms Safety Certificate.

Minors (ages 12 through 17) taking the Advanced Hunter/Minnesota Bowhunter Education Programs must have a signed parent or guardian form.

Advanced Hunter Education Seminars are open to all those 14 years of age or older (See Firearms Safety Certificate requirement for minors).

Minnesota Bowhunter Education Seminars are open to all those 12 years of age or older (See Firearms Safety Certificate requirement for minors).

Minnesota Bowhunter Education Instructors are Advanced Hunter Education Instructors. However, Advanced Hunter Education Instructors must be trained into the Minnesota Bowhunter Education Program to become Minnesota Bowhunter Education Instructors.

All AHE and MBEP Instructors engaging in live firing of firearms (all sizes and gauges) or bow and arrows must be certified by the DNR for Shooting Range Supervision.

All instructors are required to turn in their award forms by May 1 of each year to the program coordinator to insure better record keeping on instructor activities.

## VOLUNTEER INSTRUCTOR RULES OF CONDUCT

**RULE STATEMENT:** Participants look to the Advanced Hunter Education instructor for leadership and guidance. The instructor should strive to be a sterling example of a safe, mature, ethical, and responsible hunter throughout the course. Professional conduct is the standard for the AHEP. In the seminar the instructor represents the Minnesota Department of Natural Resources, the Minnesota Advanced Hunter Education Program, and hunting. The instructor must be deserving of respect from his students.

**APPEARANCE:** Instructor appearance makes an impression on students and lends credence to the ethical concepts taught in the course. Instructors should be clean and neat in their appearance. For the most effective and positive **PROFESSIONAL PUBLIC IMAGE** and recognition, wear the new AHE shirt and name tag.

### **CONDUCT:**

(1) The use of alcoholic beverages or illegal drugs of any kind during a seminar is inconsistent with the purpose of the Advanced Hunter Education Program and is prohibited. Complaints of instructors using alcohol or illegal drugs during a seminar may result in the revocation of that individuals instructors certification.

(2) Offensive language should be avoided in the classroom or at any other time related to the AHEP programs.

(3) Open criticism of other instructors or heated disagreements between instructors in front of a seminar are unproductive, detrimental, and leave a poor impression. Instructors can settle their differences in private. A classroom is no place to "air dirty linen."

(4) Eating or smoking is not appropriate for instructors during periods of instruction, save these for break time. For the comfort and consideration of others, smoking and eating should not be permitted by anyone during a seminar. Be sure participants know of designated smoking and eating areas.

(5) Boasting about personal violations of written laws governing hunting have no place in the AHEP. Confessions of wrong doings are best made to a clergyman, conservation officer, or to the judge.

(6) All instructors will comply with the policies,



guidelines, and rules governing the AHEP in work, deed, and attitude.

(7) Think and show safety, ethics, and responsibility.

(8) Criticism of the AHEP, the Minnesota Department of Natural Resources, or individuals associated with the program has no place in the classroom. These criticisms are best done to the individual or organization to which they are being directed.

(9) Endorsement of specific manufacturers products is prohibited during the course. Anytime a product is used or demonstrated in the course be sure to make people aware that the DNR does not endorse or recommend any one product over another.

**THE MINNESOTA ADVANCED HUNTER EDUCATION PROGRAM WILL PROVIDE THE VOLUNTEER INSTRUCTOR WITH:**

1. Registration forms, handbook, and other materials for the students.
2. All necessary forms for certification and instruction to the instructor.
3. Films and other training aids on a first-come, first-served basis when requested to do so.
4. The opportunity for volunteers to meet periodically with the staff of the Minnesota Advanced Hunter Education Program.
5. Information of the activities of the program.
6. A review of volunteer performance on a regular basis and keep account of volunteer activities.
7. Recognition for the outstanding service of volunteer instructors.
8. All the support possible with the staff available.

### CERTIFICATION REVOCATION

An instructor's certificate may be revoked by the program coordinator if the holder:

- 1) Has falsified information on the instructor application.
- 2) Is convicted or forfeits bail on a violation of any state game and fish laws.
- 3) Fails to hold or assist in a AHEP program once every two years.
- 4) Fails to conduct AHEP programs in the prescribed manner.
- 5) Fails after two notices, to provide the program administrator of AHEP with the required records of students trained and funds collected.
- 6) Is evaluated by AHEP staff or appointed representative as not competently conducting their AHE programs.



### **APPEAL PROCEDURE**

Any individual that has been notified by the program coordinator that their Instructor Certification has been revoked, may use the following appeal process:

1. You must notify the coordinator in writing within ten (10) days of the revocation notice that you intend to appeal the decision.
2. Upon receipt of this right to appeal letter, the coordinator will choose an Appeal Hearing Board consisting of three (3) persons and notify appellant of time and place of the hearing within (10) days.
3. The Appeal Hearing Board will consist of an individual appointed by the office fo the Director of Enforcement, one volunteer instructor and one non-interested party.
4. There will be one hearing not to exceed four hours in length. The Appeal Hearing Board will then notify in writing the appellant within ten days.

## EVALUATION

The Purpose of this evaluation is to 1) make the instructor aware of areas needing improvement; 2) make the department aware of areas instructors need further training; and 3) allow for examination of curriculum changes needed.

### A. Instructors:

Evaluation will be done by peer instructors from each team of instructors. Each instructor will be evaluated periodically and a report submitted to the department on form provided. Master instructors may be asked to observe seminars and evaluate the instructor(s). The Master Instructor will notify the state wide coordinator of any sub-standard performances observed. Any delay or discrepancies in report submitting will also be reported. (see form in appendix)

### B. Students:

Students will be asked to evaluate the program and the way it was presented to them.

Questionnaires will be provided with class materials and instructors will ask students to complete at the end of the seminar. Instructors are to return completed forms to St. Paul. (See Appendix)

## **INSTRUCTOR BENEFITS**

Personal satisfaction: As the name "volunteer" would imply, the compensation for instructors is not in money. It is in the satisfaction of knowing that what you are doing is important, that your contributions may save lives or positively influence the attitudes and actions of those who share or will share the out-of-doors with you.

### **SERVICE AWARDS**

#### **Purpose:**

Service awards are intended to provide recognition for individuals who have shown exceptional dedication and commitment to the success of AHEP.

#### **Description:**

Service awards are divided into three categories of up to six annual awards. The highest award will be the Randy Olson Memorial Award which will be given to a single individual.

The second category will be the Distinguished Service Award which will be presented to up to two individuals each year.

The third category will be the outstanding Service Award which will be presented to up to three individuals each year.

A fourth category "The Rookie of the Year Award" will be given to up to four (4) new outstanding associate or first year instructors.

Each award will be in the form of a well designed plaque ornament, or certificate suitable for display at home or business. The design of the format of the award would remain consistent year to year.

#### **Selection:**

The selection of individuals for annual service awards will be from a list of nominees developed for that year. Nominations may come from any interested party. They will be made for service awards in general and not for any specific category.

Nominations should clearly denote the name and address of the nominee as well as reasons why the person should receive a service award. Information about the nominee need not be limited to information only concerned with AHEP activities. All nominations should include the name and address of the person or persons making the nomination.



The actual selection of award winners will be made by a committee of five individuals selected after the nominations are closed. The committee may select up to six service award winners annually as provided by the award description. However, the committee is not obligated to select six each year.

The committee will be made up of individuals who have actively worked with the AHEP and are familiar with its mission, scope of responsibility, and dedication required by volunteers to insure its success.

No program staff members or current nominees will be allowed to serve on the selection committee. The committee will be selected by the program staff.

#### **ACHIEVEMENT AWARDS**

**Purpose:**

Achievement awards are intended to provide recognition for specific activities completed by active AHEP instructors.

**Description:**

Achievement awards are divided into five categories. The awards are designed to fulfill the purpose of recognition as well as provide some utility. The awards, in order of importance (lowest to highest), are as follows:

<u>Prize</u>	<u>Points</u>
H.E. Patch	4 - 15
H.E. Hat	35
Mug	60
T-Shirt	90
Buckle	120
Gun Case	150
Knife	180
Utility Bag	210
TO BE DETERMINED	500
TO BE DETERMINED	1000

**Selection:**

The selection of individuals for achievement awards is based totally on how active they are with the AHEP. Participation in various activities earns the instructors points. As a specific point level is reached the appropriate award will be given.

The following are definitions of Job Descriptions for the Awards System:

Solo Instructor -- When an instructor is solely responsible for the following: Teaching all areas of the seminar in addition to organizing and advertising the seminar, setting times and dates, and arranges facilities and equipment. The other extreme is when the Solo Instructor does not teach at all and arranges for resource people.

Lead Instructor -- When an instructor is responsible for the following: Organizing and advertising the seminar, setting times and dates, arranges facilities and equipment, arranges for resource people and assistants if required or desired. Must be present at all seminars. This person may or may not teach the seminars or clinics.

Co-instructors -- When two or more instructors jointly do what a lead instructor must do. (Example - Each individual now becomes a co-instructor there is no lead instructor in this team teaching situation rather each person decides in advance which task they will perform.) This applies to seminars and clinics.

Resource Person -- A H.E. Instructor, agency personnel or lay person, asked to come in and teach a significant part or all of one seminar night or clinic session. This person has no part in planning or coordinating the seminar or clinic. (Must be an instructor to earn points.)

Assistant -- An Instructor who assists the lead instructor or co-instructor in a variety of tasks pre-determined before the seminar or clinic begins. He or she does not enter into planning and coordinating nor does any teaching.

## APPENDIX

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**ATTENTION: THIS FORM IS TO BE USED BY YOU TO REPORT TO US YOUR YEARS ACTIVITIES. THIS INFORMATION WILL BE COMPUTERIZED AND WILL BE USED FOR THE REWARD/INCENTIVE PROGRAM AND TO DETERMINE YOUR ACITIVITY CONCERNING YOUR CONTINUATION AS AN INSTRUCTOR IN THE AHE PROGRAM. THESE FORMS SHOULD BE FILLED IN AND MAILED TO US BY MAY 1 OF EACH YEAR.**

**H.E. AWARDS REPORT FORM -- A**

NAME \_\_\_\_\_ H.E. # \_\_\_\_\_

DATE \_\_\_\_\_ 19 \_\_\_\_\_

**SEMINAR**

	<u>Points</u>
____ Solo Instructor Dates & Location of Seminar(s)	10
____	
____	
____ Lead Instructor Dates & Location of Seminar(s)	8
____	
____	
____ Co-instructor Other Instructor(s)	6
____	
____	
____ Assistant Instructor Date and location of seminar(s) and name of Lead Instructor(s)	4
____	
____	
____ Resource Person Date and Location of Seminar(s)	4
____	
____	

## H.E. AWARDS REPORT FORM -- B

### CLINICS

### POINTS

\_\_\_\_ Solo Instructor  
Date and Location

8

\_\_\_\_ Lead Instructor  
Dates and Location

6

\_\_\_\_ Co-instructor  
Other instructor(s), date(s) and location

4

\_\_\_\_ Assistant Instructor  
Date(s) and location, other Instructor(s)

2

\_\_\_\_ Resource Person  
Date(s) and location

4

### **TRAINING**

\_\_\_\_ Solo Instructor  
Date(s) and location

10

\_\_\_\_ Lead Instructor  
Date(s) and location

8



_____ Co-instructor	6
Date(s), location, and other instructor(s)	
_____	
_____ Assistant Instructor	2
Date(s), location, and other instructor(s)	
_____	
_____ Resource Person	
Date(s) and location	
_____	
_____	

**FORMAL EVENTS**

Representing AHEP at a formal event (game fair, state fair, etc.)	
_____ Eight or more hours	6
Event, date, and location	
_____	
_____ Less than 8 hours	3
Event, date, and location	
_____	
_____	

**PERSONAL GROWTH**

Attending a formal event to improve teaching skills	
_____ Eight or more hours	2
Event, date, and location	
_____	
_____ Less than 8 hours	1
Event, date, and location	
_____	
_____	

## RESIGNATION FORM

Send to: Minnesota Advanced Hunter Education Program  
Box 47  
500 Lafayette Road  
St. Paul, MN 55155-4047

Please remove me from the roster of active instructors. I have chosen to terminate my position a Minnesota Advanced Hunter Education Instructor for one or more of the following reasons:

- ( ) I have been unable to devote the time necessary to maintain certification.
- ( ) I have lost interest in the program.
- ( ) The program was not what I was told it would be.
- ( ) I was not properly trained to assume the duties of this position.
- ( ) The program has not been supportive and fulfilled its obligations to me.
- ( ) Other (please explain) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Instructor Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ MN Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

**MINNESOTA ADVANCED HUNTER EDUCATION PARTICIPANT EVALUATION FORM**

Name of Lead \_\_\_\_\_

Instructor \_\_\_\_\_

Date of Seminar \_\_\_\_\_

Seminar Location \_\_\_\_\_

Your thoughtful answers can help us and the instructors improve the course. Please take the time to fill in the questions.

Thank you!

1) Overall the seminar was: Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Poor \_\_\_

2) The instructor(s) were: Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Poor \_\_\_

3) The Resource Speakers (if used) were: Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Poor \_\_\_

4) The length of the course was \_\_\_ hours long which was:  
too short \_\_\_ just right \_\_\_ too long \_\_\_

5) Was the instructor(s): 1 = well above average, 2 = above average, 3 = average, 4 = below average, or 5 = not acceptable.

a. easy to understand	1	2	3	4	5
b. neatly dressed	1	2	3	4	5
c. organized	1	2	3	4	5
d. on time for seminar	1	2	3	4	5
e. well mannered	1	2	3	4	5
f. knowledgeable on subject	1	2	3	4	5

Comments: \_\_\_\_\_

6) Did you find the course personally useful? yes \_\_\_ no \_\_\_

please explain your response. \_\_\_\_\_

7) Do you feel that the course would be useful to other hunters? yes \_\_\_ no \_\_\_ If yes please list the name(s) address and phone number of other(s) you know who might be interested in future seminars. If no, please explain. (use back if needed)

8) Would you be interested in becoming a volunteer instructor for the Advanced Hunter Education Program? yes \_\_\_ no \_\_\_  
If yes please complete:

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Today's Date \_\_\_\_\_

# AHEP VOLUNTEER INSTRUCTORS EVALUATION FORM

Instructor's Name \_\_\_\_\_ Date \_\_\_\_\_

Course Location \_\_\_\_\_ Section Taught \_\_\_\_\_

Actual Time Taught \_\_\_\_\_ hours \_\_\_\_\_ minutes

Person Doing Evaluation \_\_\_\_\_

This form is intended to assist instructors through an evaluation of their performance while participating in the hunter education program. A low rating on one of the topics indicates that extra effort or attention should be placed on this particular area to improve your teaching skills. Please review all topics before starting this evaluation.

If a topic is not appropriate or nothing was observed to evaluate the topic, then circle the number of the topic. Rate each topic for 1 to 5 with 1 = well above average, 2 = above average, 3 = average, 4 = below average, and 5 = unacceptable.

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|---|---|---|---|---|---|
| 1. Professional appearance (neat, clean<br>no use of tobacco or alcohol)  | 1 | 2 | 3 | 4 | 5 |
| 2. Organized and prepared, start-finish<br>on time (breaks)   | 1 | 2 | 3 | 4 | 5 |
| 3. Speaks clearly, audibly and<br>inoffensively   | 1 | 2 | 3 | 4 | 5 |
| 4. Presents material clearly, thoroughly<br>and in an interesting manner  | 1 | 2 | 3 | 4 | 5 |
| 5. Speaks from notes/outline instead<br>of reading  | 1 | 2 | 3 | 4 | 5 |
| 6. Interprets feedback from students<br>and adjusts instruction accordingly                                     | 1 | 2 | 3 | 4 | 5 |
| 7. Makes students feel at ease and<br>comfortable   | 1 | 2 | 3 | 4 | 5 |
| 8. Show respect for other's viewpoint   | 1 | 2 | 3 | 4 | 5 |
| 9. Exact and precise when answering<br>questions (if answer is not known,<br>advises that he/she will find out) | 1 | 2 | 3 | 4 | 5 |
| 10. Controls session, limits<br>inappropriate discussion  | 1 | 2 | 3 | 4 | 5 |
| 11. Knowledge of subject  | 1 | 2 | 3 | 4 | 5 |

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|--|---|---|---|---|---|
| 12. Covers subject as outlined in manual   | 1 | 2 | 3 | 4 | 5 |
| 13. Works well with others and is dependable   | 1 | 2 | 3 | 4 | 5 |
| 14. Uses a variety of teaching methods (i.e., demonstration, lecture, participation)         | 1 | 2 | 3 | 4 | 5 |
| 15. Is knowledgeable in the operation and maintenance of equipment used (audio-visual, etc.) | 1 | 2 | 3 | 4 | 5 |
| 16. Reflects a strong personal conservation ethic  | 1 | 2 | 3 | 4 | 5 |
| 17. Stresses ethics throughout the seminar   | 1 | 2 | 3 | 4 | 5 |
| 18. Displays enthusiasm and is supportive of the program objectives                          | 1 | 2 | 3 | 4 | 5 |
| 19. Handles problems (late students, delays, interruptions)                                  | 1 | 2 | 3 | 4 | 5 |
| 20. Conducts him/herself in a professional manner  | 1 | 2 | 3 | 4 | 5 |

21. Comments by evaluator: \_\_\_\_\_

\_\_\_\_\_  
This evaluation was discussed with me by the evaluator.

\_\_\_\_\_  
Signature of person evaluated.

I would like further training in the area of \_\_\_\_\_

Return form to: Minnesota Advanced Hunter Education Program  
Box 47  
500 Lafayette Road  
St. Paul, MN 55155-4047



