

## Section B

# PUBLICATION ORGANIZATION

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### How This Guide is Organized

Each section is divided into two main sections: Instruction and publications & resources. Each section is provided to assist the instructor with information on how to better instruct the course.

The “Instructions” section informs the instructor how the class should be taught and what the student should walk away with. This section is broken down into several sub-sections.

The first sub-section is the “Suggested Teaching Method”. This informs the instructor of which of the three teaching methods described in this text should be used for teaching the students. Refer to Section A of this publication about the various teaching methods.

The second sub-section is “Instruction”. This informs the instructor as to what the students should be learning. Depending on the student (cadet or senior member) different emphasis may be the focus of your group.

The third sub-section is “Tips”. This helps the instructor with the preparation process of the class. What stories can I use to make my point?; What handouts should I give out at this time?; Etc.

The final sub-section is “Handouts”. This section may or may not be available. If no handouts have been provided, don’t let this stop you from creating your own if you feel it will get the point across to your students. However, don’t over do it. Too many handouts can result in a student being overloaded with information, which may result in them losing the bigger message.

The “Publications & Resources” section is a list of U.S Air Force and Civil Air Patrol publications that pertain to that section of study. Instructors should review these publications prior to teaching the chapter to ensure they are comfortable and knowledgeable on the subject. Students should be given or be informed to get each publication that is referenced in the chapter. Resources listed are primarily for the instructors to use as a source of information prior to teaching the class – This is part of the *preparation step*.

### How the Study Guide is Organized

The study guide is organized by chapters that encompass a larger subject. In each chapter, there are subcategories. The instructor is encouraged to finish up the subcategory they are instructing prior to any breaks or dismissal.

The study guide was written for any new member to the Civil Air Patrol, however not all information may be important to that individual. For example, how to properly wear an officer uniform is not important to a new cadet. In order to provide some guidance as to the intended audience for a subcategory, refer to the instructions section of this guide.

Each chapter ends with a summary exercise section. Students should be encouraged to complete the exercise. Instructors are encouraged to review the summary exercise as a form of review and discussion.