

# **Attachment D – Table of Contents of the Model Training Materials for the Teaching Task**

*Developed by the TTWG. These materials are available for free download at [www.anstse.info](http://www.anstse.info).*

## **Table of Contents**

### **Part I - Fundamental Concepts of Teaching and Learning Course**

Forward.....	i
Introduction.....	iii
Stages for Driver Education Instructor Training.....	iii
Who Can Teach this Course?.....	vii
Introduction to the Teaching Task.....	vii
How to Use the Instructor’s Guide.....	x
Definitions/Acronyms Used in the Teaching Task Curriculum.....	xii
Teaching Task Sample Agenda.....	xiii
Part I Course Syllabus.....	xvii

### **Module 1 – The Teaching Task Course Introduction and Overview**

Instructor Candidate Introductions.....	1-2
Ground Rules.....	1-3
Welcome and Purpose of the Course.....	1-4
History of Driver Education.....	1-5
Objectives of the Teaching Task Course.....	1-7
Course Completion Requirements.....	1-8
Course Agenda.....	1-9
Module Summary.....	1-10

### **Module 2 – Fundamental Concepts of Learning**

Module Overview.....	2-2
Activity #1: Vark Learning Assessment.....	2-3
Section 1: What is Learning?.....	2-4
Activity #2: Senses Used in Learning.....	2-5
Section 2: Learning Preferences.....	2-6
Activity #3: Determining Learning Preferences.....	2-7
Activity #4: Using the Four Learning Preferences.....	2-8
Section 3: Domains of Learning.....	2-9
Activity #4: Domains of Learning.....	2-11
Section 4: Characteristics of Teenage Learners.....	2-12
Section 5: The Four-Step Process of Teaching and Learning.....	2-14
Module Summary.....	2-18
Module Review Activity: Key Words Matchup.....	2-19
Summary Sheet.....	2-20

### **Module 3 – Fundamental Concepts of Teaching**

Module Overview .....	3-2
Activity #1: Count the F's Activity .....	3-3
Activity #2: The Spell SPOT Activity .....	3-3
Section 1: Teaching and Basic Instructor Qualities .....	3-4
Section 2: Characteristics of a Quality Instructor .....	3-8
Activity #3: The Best Teacher You Ever Had .....	3-8
Activity #4: Characteristics of a Quality Instructor and Distracting Mannerisms .....	3-11
Section 3: How to Position Yourself and Teach in the Classroom .....	3-12
Activity #5: Positioning Yourself in the Classroom .....	3-13
Section 4: What to do as a Facilitator .....	3-14
Section 5: Staying Silent in the Classroom .....	3-15
Module Summary .....	3-16
Module Review Activity: Key Word Matchup .....	3-17
Summary Sheet .....	3-18

### **Module 4 – How to Use Lesson Plans and Curricula**

Module Overview .....	4-2
Section 1: What are Lesson Plans? .....	4-4
Activity #1: Benefits of Lesson Plans .....	4-4
Activity #2 Utilizing a Lesson Plan .....	4-6
Section 2: Lesson Plan Organization .....	4-7
Section 3: How to Use a Driver Education Curriculum .....	4-9
Section 4: Guidelines for Motivation .....	4-10
Activity #3: Introduction to a Unit using the 3-5 minute Intro/Summary Form .....	4-11
Section 5: Guidelines for Presenting the Lesson .....	4-12
Section 6: Applying the Lesson .....	4-14
Section 7: Guidelines for Evaluating .....	4-15
Section 8: Guidelines for Summarizing the Lesson .....	4-16
Activity #4: The Four-Step Teaching and Learning Process .....	4-17
Module Summary .....	4-18
Module Review Activity: Key Words Matchup .....	4-19
Summary Sheet .....	4-20

### **Module 5 – Questioning Techniques**

Module Overview .....	5-2
Section 1: Questioning .....	5-3
Section 2: Overhead/Undirected Questions .....	5-5
Activity #1: Overhead/Undirected Questions .....	5-6
Section 3: Pre-directed Questions .....	5-7
Activity #2 Pre-Directed Questions .....	5-8
Section 4: Overhead/Directed Questions .....	5-9
Activity #3: Overhead/Directed Questions .....	5-10
Section 5: Inquiry Questions .....	5-11
Activity #4: Inquiry Style of Questions .....	5-12
Section 6: Deflecting and Deferring Questions .....	5-13
Activity #5: Questioning Techniques .....	5-15
Section 7: Handling Student Responses .....	5-16

Activity #6: Handling Student Responses.....	5-18
Section 8: Answering Students' Questions.....	5-19
Module Summary.....	5-21
Module Review Activity.....	5-22
Summary Sheet.....	5-23

**Module 6 – Professional Responsibility and Accountability**

Module Overview.....	6-2
Section 1: Professional Dress and Demeanor.....	6-3
Section 2: Human and Community Relations.....	6-4
Activity #1: Do's and Don'ts of Teaching.....	6-5
Section 3: Maintaining and Improving Professional Abilities.....	6-7
Section 4: Driver Education Instructor Code of Ethics.....	6-9
Activity #2: Code of Ethics.....	6-10
Module Summary.....	6-11
Module Review Activity: Key Words Matchup.....	6-12
Summary Sheet.....	6-13

**Module 7 – Sexual Harassment and Liability Protection**

Module Overview.....	7-2
Section 1: Sexual Harassment.....	7-3
Section 2: Liability Protection.....	7-6
Activity #1: Liability Protection Portfolio.....	7-11
Module Summary.....	7-12
Module Review Activity: Key Words Matchup.....	7-13
Summary Sheet.....	7-14

**Module 8 – Fundamental Concepts of Teaching and Learning Course Wrap-Up**

Module Overview.....	8-2
Section 1: Summary of Fundamental Concepts of Teaching and Learning Course.....	8-3
Module Summary.....	8-4
Summary Sheet.....	8-5

**Module 9 – Fundamental Concepts of Teaching and Learning Knowledge Test**

Module Overview.....	9-2
Section 1: The Fundamental Concepts of Teaching and Learning Knowledge Test.....	9-3
Module Summary.....	9-5

## Part II - Classroom Teaching and Learning Theories Course

### Orientation Classroom Teaching and Learning Theory Course Introduction and Overview

Welcome and Purpose of the Classroom Teaching and Learning Theory Course .....	0-2
Objectives of the Classroom Teaching and Learning Theory Course .....	0-3
Course Completion Requirements .....	0-4
Course Agenda.....	0-5
Module Summary.....	0-6

### Module 1- Preparing to Teach and Overview of Teaching Assignments

Module Overview .....	1-2
Section 1: The Process for Preparing to Teach.....	1-3
Activity #1: Preparing to Teach .....	1-6
Section 2: The Peer Teaching Process and Presentation .....	1-7
Section 3: Evaluation of the Presentation .....	1-11
Module Summary.....	1-13
Module Review Activity: Key Word Matchup.....	1-14
Summary Sheet .....	1-15

### Module 2 - Classroom Management

Module Overview .....	2-2
Section 1: Classroom Setup .....	2-4
Activity #1: Photos Identifying Local Traffic Situations.....	2-7
Activity #2: Micro Teaching Presentation Based on a DVD or Power Point Presentation .....	2-9
Activity #3: Preparing the Classroom and Visual Aids .....	2-12
Section 2: Maintaining Leadership in the Classroom.....	2-13
Section 3: Observing and Listening to Students.....	2-14
Section 4: Time Management and Time Constraints.....	2-15
Activity #4: Short on Time.....	2-17
Section 5: Class Disrupters and Managing Student Behavior .....	2-18
Module Summary.....	2-22
Module Review Activity: Key Word Matchup .....	2-23
Summary Sheet .....	2-24

### Module 3 - Student Assessment and Evaluation

Module Overview .....	3-2
Section 1: Preparing for Student Assessment and Evaluation .....	3-3
Activity #1: Assess Student's Knowledge .....	3-3
Activity #2 Good Test Questions.....	3-5
Section 2: How to Assess the Student in the Classroom .....	3-6
Activity #3 Grading Tests and Assessing Students.....	3-7
Activity #4 Determining if a Student is Ready to Move On.....	3-7
Activity #5: Driver Education Topics Portfolio.....	3-10
Module Summary.....	3-12
Module Review Activity: Key Word Matchup.....	3-13
Summary Sheet .....	3-14

## **Module 4 - Coordination Between Classroom and Behind-the-Wheel Instruction**

Module Overview .....	4-2
Section 1: Coordinating and Communicating with the Behind-The-Wheel Instructor .....	4-4
Activity #1: Create a Wall Chart.....	4-5
Activity #2: Discussion on Tools to Connect Teachers of Different Phases .....	4-5
Section 2: Transitioning and Relating Behind-the-Wheel Instruction to Classroom Content.....	4-6
Activity #3: Common Vocabulary .....	4-7
Activity #4: Curriculum Flow Chart .....	4-7
Module Summary.....	4-8
Module Review Activity: Key Word Matchup.....	4-9
Summary Sheet .....	4-10

## **Module 5 – Peer Teaching Presentations**

Module Overview .....	5-2
Section 1: Conducting an Introduction/Summary.....	5-3
Section 2: Conducting a Lesson.....	5-4
Module Summary.....	5-6
Module Review Activity: Key Word Matchup .....	5-7
Summary Sheet .....	5-8

## **Module 6 – Classroom Teaching and Learning Theories Course Wrap-Up**

Module Overview .....	6-2
Section 1: Summary of Classroom Teaching and Learning Course .....	6-3
Module Summary.....	6-4
Summary Sheet .....	6-5

## **Module 7 – Classroom Teaching and Learning Theory Knowledge Test**

Module Overview .....	7-2
Section 1: The Classroom Teaching and Learning Theories Knowledge Test.....	7-3
Module Summary.....	7-5

## **Part II Addendum Module A – Online Driver Education and Virtual Classroom**

Module Overview .....	A-2
Section 1: Online Driver Education.....	A-3
Activity #1: Enroll in an Online Course.....	A-3
Activity #2: Concept Application .....	A-3
Activity #3: Concept Application with Instruction and Assessment .....	A-4
Activity #4: Group Processing .....	A-4
Section 2: Virtual Classroom .....	A-5
Activity #5: Experience Participating in a Virtual Classroom.....	A-6
Module Summary.....	A-7
Summary Sheet .....	A-9

**Part II Addendum Module B – Addressing Special Needs**

Module Overview ..... B-2  
Section 1: Recognizing and Addressing Special Learning Needs  
    in the Classroom ..... B-3  
Section 2: Recognizing and Addressing Special Physical Needs  
    in the Classroom ..... B-5  
Module Summary..... B-7  
Summary Sheet ..... B-9

**Supplementary Information**

- Lesson Plan Setup
- Lesson Plan Samples
- 5-10 Minute Introduction/Summary Presentation Form
- Classroom Evaluation Forms

## **Part III – Behind-the-Wheel Teaching and Learning Theories Course**

### **Orientation – BTW Teaching and Learning Theory Course Introduction and Overview**

Welcome and Purpose of the of the Behind-the-Wheel Theory Course.....	0-2
Objectives of the Behind-the-Wheel Theory Course.....	0-3
Course Completion Requirements .....	0-4
Course Agenda.....	0-5
Module Summary.....	0-6

### **Module 1 – Lesson Plans for In-Vehicle Instruction**

Module Overview .....	1-2
Section 1: Lesson Plan Format .....	1-3
Activity #1: BTW Lesson Plan .....	1-3
Activity #2: Off-Street Parking or Driving Range Diagram .....	1-4
Section 2: Different Driving Environments.....	1-7
Activity #3: Components of Low Speed, Light Traffic (Residential Driving) .....	1-8
Activity #4: Components of Moderate Speed, Light Traffic (Open Highway/Rural) .....	1-9
Activity #5: Components of a Moderate Speed, Dense Traffic (Suburban/Urban/Business District) Environment.....	1-11
Activity #6: Components of High Speed, Moderate and Heavy Traffic (i.e. Expressway).....	1-12
Activity #7: Components of Night Driving.....	1-13
Section 3: On-Street Route Development.....	1-14
Activity #8: Developing Routes.....	1-16
Section 4: Behind-the-Wheel Activity.....	1-17
Module Summary.....	1-18
Module Review Activity .....	1-19
Summary Sheet .....	1-20

### **Module 2 – Managing the Mobile Classroom**

Module Overview .....	2-2
Section 1: Preparing to Drive.....	2-3
Section 2: Giving Directions.....	2-5
Activity #1: Giving Directions.....	2-9
Section 3: How to Use Mirrors During In-Vehicle Instruction .....	2-10
Activity #2: Using Instructor Rearview and Eye Mirrors .....	2-12
Section 4: Challenges to In-Vehicle Training.....	2-13
Section 5: Changing Drivers and Observer Responsibilities.....	2-16
Section 6: Behind-the-Wheel Activity.....	2-18
Module Summary.....	2-19
Module Review Activity .....	2-20
Summary Sheet .....	2-21

### **Module 3 – In-Vehicle Teaching Techniques (Coaching and Correcting)**

Module Overview .....	3-2
Section 1: In-Vehicle Teaching Techniques .....	3-3
Activity #1: Questioning Techniques for In-Vehicle Teaching .....	3-6
Section 2: Commentary Teaching / Student Driver and Observer Commentary.....	3-8
Activity #2: Commentary Teaching .....	3-9
Section 3: Engaging the Non-Driving Students.....	3-10
Section 4: Coaching the Driver .....	3-11
Activity #3: Coaching Your Peers .....	3-13
Section 5: Evaluating and Summarizing an In-Vehicle Lesson.....	3-23
Module Summary.....	3-24
Module Review Activity .....	3-25
Summary Sheet .....	3-26

### **Module 4 – Driver Evaluation**

Module Overview .....	4-2
Section 1: Types and Characteristics of In-Vehicle Evaluation .....	4-3
Activity #1: Types and Characteristics of In-Vehicle Evaluation.....	4-8
Section 2: How to Evaluate the Driver .....	4-9
Activity #2: How to Evaluate the Driver .....	4-16
Section 3: Providing Feedback to the Driver.....	4-17
Section 4: Behind-the-Wheel Activity.....	4-19
Module Summary.....	4-20
Module Review Activity.....	4-21
Summary Sheet .....	4-22

### **Module 5 – Command and Control of the Mobile Classroom**

Module Overview .....	5-2
Section 1: Managing and Taking Control of the Vehicle .....	5-3
Activity #1: Demonstrating Proper Seating Position .....	5-3
Section 2: Utilizing a Dual Brake in the Vehicle.....	5-7
Section 3: What to do in Case of Collisions .....	5-8
Section 4: Behind-the-Wheel Activity.....	5-9
Module Summary.....	5-10
Module Review Activity .....	5-11
Summary Sheet .....	5-12

### **Module 6 – Putting it All Together and Practice Teaching**

Module Overview .....	6-2
Section 1: Overview of Part III.....	6-3
Section 2: Peer Teaching Assignments.....	6-4
Section 3: Lesson Plan Format .....	6-5
Section 4: Behind-the-Wheel Activity 1 .....	6-6
Section 5: Behind-the-Wheel Activity 2.....	6-7
Module Summary.....	6-9
Summary Sheet .....	6-10



<b>Module 7 – Peer Teaching Driving Route Demonstrations</b>	
Module Overview .....	7-2
Section 1: Conducting a Practice Driving Route .....	7-3
Module Summary.....	7-4
Summary Sheet .....	7-5
<b>Module 8 – Coordination Between Behind-the-Wheel Instruction and Classroom</b>	
Module Overview .....	8-2
Section 1: Coordinating and Communicating with the Classroom Instructor .....	8-4
Activity #1: Create a Wall Chart.....	8-5
Activity #2: Discussion on Tools to Connect Teachers of Different Phases .....	8-5
Section 2: Transitioning and Relating Classroom Content to Behind-the-Wheel Instruction.....	8-6
Activity #3: Common Vocabulary .....	8-7
Activity #4 Curriculum Flow Chart .....	8-7
Module Summary.....	8-8
Module Review Activity: Key Word Matchup .....	8-9
Summary Sheet .....	8-10
<b>Module 9 – On-board Technologies</b>	
Module Overview .....	9-2
Section 1: The Role and Use of On-board Technologies .....	9-3
Activity #1: Discussion on On-Board Technologies.....	9-3
Activity #2: Using Vehicle Technology in Driver Education.....	9-4
Module Summary.....	9-6
Module Review Activity .....	9-7
Summary Sheet .....	9-8
<b>Module 10 – Behind-the-Wheel Teaching and Learning Theories Course Wrap-Up</b>	
Module Overview .....	10-2
Section 1: Summary of Behind-the-Wheel Teaching and Learning Theories Course.....	10-3
Module Summary.....	10-4
Summary Sheet .....	10-5
<b>Module 11 – Behind-the-Wheel Teaching and Learning Theory Knowledge Test</b>	
Module Overview .....	11-2
Section 1: Behind-the-Wheel Teaching and Learning Theories Knowledge Test .....	11-3
Module Summary.....	11-5

### **Part III Addendum – Module C– Optional Content: Simulators and Driving Ranges**

Module Overview .....	C-2
Section 1: The Role and Use of Driving Simulators.....	C-3
Activity #1: Driving Skills Enhanced through Simulation .....	C-4
Activity #2: Driving Simulation Demo .....	C-8
Section 2: The Role and Use of Driving Ranges .....	C-10
Activity #3: Advantages of the Driving Range .....	C-10
Module Summary.....	C-15
Module Review Activity: Key Word Matchup.....	C-16
Summary Sheet .....	C-17

### **Supplementary Information**

Behind-the-Wheel Evaluation Forms