

PROSPECT Course 77

Planning Core Curriculum 2 - Planning Essentials

Syllabus

"Be prepared and be honest." John Wooden

Online Class, Held Over an 8 Week Period
Approximately 2 Sessions held per Fiscal Year

Live Classes Meet on Webinar and Teleconference
<https://www.teleconference.att.com/servlet/AWMlogin>
Meeting Number and Access Code sent via Outlook Meeting Invite

Self-Study Classes and Materials on Blackboard (<https://elc.learn.army.mil/>)

Instructors:

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Tim Fleeger	CELRP
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Kendall Zaborowski	CELRL

Office Hours: An instructor will hold virtual office hours on the course AT&T web meeting as needed based on questions submitted on Blackboard. Office hours will be determined one week in advance. Instructors will also hold office hours as requested by appointment. Feel free to call or email at any time with questions or concerns.

I. Course Purpose

This course enhances the student's knowledge and awareness of the planning process by introducing problem solving, communication, and team work in the context of the foundational Six-Step Planning Process. The course includes overviews of planning essential competencies, integrated engineering analysis, public involvement, and environmental and economic considerations in addressing the Nation's water resource challenges.

II. Description:

Upon completion of this course, the student will be familiar with the planning essential themes of problem solving, communication, and teams. This course will also introduce the planning process and the associated planning activities in framing and addressing water resources problems and opportunities that the Corps missions are responsible for. The student will become familiar with the six step plan formulation process and the integrated team roles of the multiple disciplines critical to this process. Specific attention is given to risk-informed decision making, and the work products and processes that support those decisions.

Additionally, the course will introduce the fundamental technical efforts of plan formulation and the effects of alternatives on the four accounts: National Economic Development, Regional Economic Development, Environmental Quality and Other Social Effects. This course through the introduction of project delivery team disciplines roles and responsibilities will also cover basic aspects of NEPA/Environmental compliance, public involvement and communication, hydrology and hydraulics, and other engineering disciplines important to making investment decisions regarding water resources projects. The course's presentations and exercises through the integration of the planning essential themes will illustrate the planning process and the basic application of procedures, guidance and policy.

III. Course Format and Procedures:

1. Lessons

The course will consist of 13 lessons, numbered 0 through 12. The course pace will consist of one to two lessons per week over eight weeks. Lesson 0 is an introduction and orientation to the course and will take place in the AT&T Teleconference live web meeting environment (attendance is mandatory). Lessons 4b, 7b and 12 will also be delivered in the AT&T Teleconference environment (attendance is mandatory). It is critical that each student attend the live classes.

The remaining lessons will be delivered on-demand in Blackboard and consist of self-paced storyline modules, discussion board posts, written assignments, and recommendations for additional optional reading and resources. There is enough flexibility in the schedule for students to set their own pace within the timeframe outlined for each lesson. Please be aware of deadlines and assignment requirements as you plan your studies. You must complete all storyline modules and assignments by the date outlined in this syllabus. Also, please note that you must use your CAC to log into Blackboard, so you will need access to a CAC-enabled computer while taking this training.

2. Prerequisites

Each student should have taken the USACE Civil Works Project Development Process (Planning Core Curriculum 1) course before beginning this class. As a reference, the course is available open source online located at <http://rsc.usace.army.mil/training/pcc1/>. The catalog entry for PCC1 is located here: <http://ulc.usace.army.mil/CourseListDetail.aspx?CtrlNbr=86>.

All students should have read the November 1996 IWR Report 96-R-21, "[The Planning Manual](#)" before beginning this class. References to specific chapters of the Planning Manual are provided with each lesson for review purposes.

3. Etiquette

The etiquette we expect for this online course is the same as we would expect in a face-to-face course. You and your supervisor committed to the timeframe of this course. You are encouraged to discuss the course policies on etiquette with your supervisor so that he or she can help you block out the appropriate time for this course. We expect that you will not be interrupted by colleagues, project managers, sponsors, phone calls, or any other form of multi-tasking during either the live class sessions or the self study lessons. Consider putting a note on your cubicle or office door indicating that you cannot be interrupted, or reserving a conference room where you can work without distraction.

4. Technology

For the live class meetings we strongly recommend that you are plugged into a network directly (as opposed to WiFi or other wireless connection). The meetings space being utilized is AT&T. You may experience lag in the AT&T meeting space if you are not on a wired connection or if you are teleworking and have logged in through a VPN.

Browser settings:

Internet Explorer 7 (IE7) browsers: IE7 cannot be used with Blackboard. You will need to update your browser to IE8 or higher, or download and use another browser, like Mozilla Firefox. This may require contacting your IT Administrator.

IE8 or higher browsers: IE8 or higher browsers will need to disable Compatibility Mode.

To Turn Compatibility View off:

- Select your browser Tools (ALT and letter T)
- Select F12 Developer Tools
- Select Browser Mode
- Change from IE 9 Compatibility View to regular IE9
- Close the box and relaunch the content

Follow this checklist to ensure your browser will be compatible with Blackboard:

- ✓ Verify you have the latest version of Adobe Flash Player
- ✓ Clear Cache (IE Tools > Safety> Delete Browsing History>Uncheck Preserve Favorites>Cookies and Website Data>Click Delete and restart browser)
- ✓ Enable Javascript (Tools > Internet Options > Security Tab > Internet > Custom Level > Scroll down to Scripting and enable "Active Scripting," "Allow Programmatic clipboard access," "Allow status bar updates via script," "Allow websites to prompt for information ...," and "Scripting of Java applets".) OK back browser.
- ✓ Enable Cookies (Tools > Internet Options > Privacy > Advanced > Check "Override Automatic Cookie Handling (accept 1st party; Prompt 3rd party)" and check the option to always accept session cookies. OK and OK back to browser.)

IV. Course Requirements:

1. Class attendance and participation policy:

We expect all students to attend each of the four live class meetings. Consideration will be given for extenuating circumstances if students coordinate with instructors in advance of an absence. . To the extent possible, we expect you to plan your annual and other types of leave, as well as work commitments, around the class schedule. In addition to the live teaching sessions, students are expected to complete the self-study lessons and participate in class discussion boards and written assignments within the timeframe laid out in this syllabus, subject to minor adjustments as the class proceeds. The instructor team will be looking for a minimum level of participation as defined in the assignments, however students are encouraged to go above and beyond in order to get the most out of this course.

2. Course readings:

(a) Case Study readings

Case study readings are required and will be used to illustrate real life examples of planning within the Corps. The Lake Worth Inlet deep draft navigation study is the case study for Planning Essentials. These readings are outlined in each lesson plan and you can find links to these readings in Blackboard.

(b) Reference texts:

You are expected to be familiar with these basic texts; if you have not already done so, please download a copy of each as a readily available desktop reference. Links are provided in Blackboard. The reference texts are:

- The Economic and Environmental Principles and Guidelines for Water and Related Land Resources Implementation Studies, “The P&G” March 1983
- Engineer Regulation 1105-2-100, “The Planning Guidance Notebook” (PGN) April 2000
- IWR Report 96-R-21, “The Planning Manual” November 1996
- IWR Report 97-R-15, “The Planning Primer” November 1997

(c) Additional Resources (Optional)

Additional readings such as specific policies, regulations, information papers, and other documents are provided as a resource to students. You may download and save a copy for your own reference library, or bookmark website links. These readings are optional and either reinforce the material presented in the lesson, or contain additional information that may be helpful for you in your career as a planner. The readings are outlined in each lesson plan with links in Blackboard.

3. Feedback: Distance learning with blended synchronous (live webinars) and asynchronous (self paced) sessions is a new method of instruction for USACE and student feedback is very important. Students are encouraged to use the Course Feedback Discussion Board throughout the course to address the following issues:

- Time spent on each course lesson
- Suggestions for immediate consideration to improve this course session
- Overall feedback and suggestions to improve future course sessions

V. Grading Procedures: Grades

This course is a pass/fail course. The total grade consists of Storyline modules, participation (assignments and webinar attendance) and the final test. The threshold for passing this course is 80% on your total grade.

Pass \geq 80% on total course grade

Fail $<$ 80% on total course grade

You will be graded based on the following weights:

Completion of all Storyline modules accounts for 30% of your grade. Storyline module completion is tracked in Blackboard; each module must be viewed in full to earn this 30% of the course grade.

Participation accounts for 30% of your grade. Assignments and webinar attendance make up the participation grade. You will be evaluated based on completing each assignment on time and with high quality. A quality written assignment or discussion board posting shows understanding of the topic, a tie in with the lesson material, and should provide new information based on your perspective. There are four required live webinar sessions, four Blackboard

discussion board assignments, and three written assignments. Assignments turned in late will receive half credit.

Final Course Exam accounts for 40% of your grade. The final exam is pass/fail, and you must score 80% or greater on the final exam to pass. If you score less than 80% on the final exam you will receive 0% of the exam score and will not be able to pass the course. The exam is approximately 37 multiple choice questions, it is open book and must be completed in one sitting and allows up to 3.5 hours to complete an attempt at the exam. If needed, you may take the final exam up to three times to achieve a passing grade. The test pulls from a bank of questions, so each version of the exam will contain different questions focused on the same overall course content and learning objectives.

Activity	Description	Percent Grade
Storyline Modules	Completion of all Storyline modules is required. The modules are self paced and available on demand in Blackboard. Completion of modules is tracked in Blackboard.	30%
Participation	Webinar attendance and assignments count toward participation. Attendance at all four live webinar sessions is required. Assignments submitted on time and illustrating critical and creative thinking will receive full credit. Late assignments receive half credit. No credit will be given for missed assignments.	30%
Exam	A score of 80% on the exam is required to pass the course and earn the 40% of overall course grade. Exam is open book, approximately 37 multiple choice questions focused on the learning objectives from each lesson. Students may take the exam up to three times to achieve a passing score.	40%
		Total: 100%

VI. Schedule

This 40-hour course is paced over 8 weeks. A detailed course schedule will be posted in Blackboard, and instructors will send Outlook invitations for the four live webinar sessions. The course should take no more than 6 hours in any week. Assignments will generally be due by COB on Fridays unless stated otherwise.