



AUXSC&E Course Policies and Procedures

Instructor Guidance

Introduction

This is the first case in which an Auxiliary specialty course is meant to be delivered by specially trained instructors who are specifically knowledgeable of the material, the method of its instruction, and the operations that it supports. Accordingly, its deployment throughout Auxiliary applications will be closely monitored and assessed by the Auxiliary Division (CG-5421), the Auxiliary Department of Training, and the National SAR School during the next few years.

Because AUXSC&E is a *Coast Guard course*, the Auxiliary has no options for changing or altering the material or instructional design. The course **MUST BE** delivered in the same way that you have received it. Specifically, this means:

1. AUXSC&E requires a minimum of 25 hours of class room instruction including exams. You must deliver the entire course, not an “abbreviated version”, even for the Train-the-Trainer sessions you may hold with experienced AUXOP members. While some of the content of AUXSAR will be similar in AUXSC&E, the course, in its entirety, is different. The National SAR School takes the time to ensure that the active duty personnel that complete this course have received the instruction and practice (laboratory) time needed to be competent, and we must do the same.
2. No changes can be made to any of the materials; including the PowerPoint slides (no added or deleted slides, and no altering of any of the content on the slides). This may be different than how you have traditionally handled other AUXOP courses in the past, when you have “customized” the materials to your preferences.

This is a *Coast Guard course*, not an Auxiliary course. We want a standard program that is taught the same way across all Districts. Your opportunity to personalize the material will come in the form of “sea stories” or personal experiences that you can utilize to make a relevant teaching point.

3. If you have any feedback about AUXSC&E (including suggestions for course changes), please direct them to Frank R. Lann, DVC-TA at LannSail@aol.com.



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Policies

1. There will be two Auxiliary Search, Coordination, and Execution (AUXSC&E) Courses: AUXSC&E and AUXSC&E Train-the-Trainer.
 - a. The AUXSC&E course has no prerequisites and any Auxiliarist may take the course and obtain AUXOP credit. The AUXSC&E course requires a minimum of 25 hours of class room instruction including exams.
 - b. The AUXSC&E Train-the-Trainer course has two prerequisites: current Auxiliary Instructor Qualification and current Auxiliary Operations Qualification (coxswain, boat crew, pilot, or air observer). Successful completion of the AUXSC&E Train-the-Trainer course will qualify an Auxiliarist for AUXOP credit and qualifies the instructor to offer both courses. The AUXSC&E Train-the-Trainer course requires a minimum of 25 hours of instruction including exams plus 6 hours of Train-the-Trainer instruction. Those members successfully completing the AUXSC&E Train-the-Trainer course will be referred to as “qualified AUXSC&E instructors”.
2. An Auxiliarist may take an AUXSC&E course from the Coast Guard or from a qualified AUXSC&E instructor and then take the Train-the-Trainer course at a later date. The Train-the-Trainer course must be offered by a qualified AUXSC&E instructor.
3. For the Train-the-Trainer portion of the training, the Department of Training requires a minimum 6 hour course of instructions which must be offered by a qualified AUXSC&E instructor.

AUXSC&E Course Administrative Procedures

1. There are two quizzes during the course for the purpose of letting the student know how he or she is progressing with the course material. The quizzes must be graded by the qualified AUXSC&E instructor and reviewed with the student based on quiz performance.
2. Instructional materials must be ordered through the FSO-MA who will order the materials from ANSC.



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3. There are two final exams in the course. The student must pass both exams to successfully complete the AUXSC&E course.
 - a. The first is knowledge based and is composed of 30 multiple choice questions. It is a proctored open book examination. A passing grade of 80% is required. This part of the examination process may be proctored by either a District authorized AUXOP proctor or a qualified AUXSC&E instructor. The paper-based knowledge exam must be ordered by an authorized AUXOP proctor, or a qualified AUXSC&E instructor, or in accordance with the District AUXOP exam policy. This exam will be graded by the District DIRAUX. The grades will be sent to the students consistent with existing AUXOP test administration of each District. A proctored on-line exam will also be available for members' convenience. The on-line exam must be proctored by either a District authorized AUXOP proctor or a qualified AUXSC&E instructor.
 - b. The second final exam is a Performance Skills exam. This exam may be proctored only by a qualified AUXSC&E instructor. The following guidelines are provided for administering the Performance Skills exam:
 - i. A team of two students will be assigned for the exam. An individual student is acceptable if a team approach is not feasible.
 - ii. Two clean #13218 charts will be issued for each team.
 - iii. The team members may assist each other in preparing the search patterns and answering the scenario questions.
 - iv. All four Performance Skills questions must be answered by the team.
 - v. All four questions must be answered within a time limit of two and one half hours.
 - vi. The qualified AUXSC&E instructor may assist; i.e., identify improper plotting, identify incorrect interpretation of when diverted, etc.; each student one time during the exam. When the team has finished the assignment, the qualified AUXSC&E instructor will question each student individually over the answers to the scenario questions. Using a template provided, the qualified AUXSC&E instructor will determine the correctness and accuracy of each student's search pattern work. The tolerance/variance of all search patterns will be within 0.2 nm. Based on the qualified AUXSC&E instructor's findings, i.e., answers to scenario questions and plotting work, a determination of pass or fail will be made on the Performance Skills portion of the course.



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4. The qualified AUXSC&E instructor will forward the list of members successfully completing the Performance Skills portion of the final exam to the District DIRAUX office. The Director of Auxiliary will ensure that members have successfully passed both parts of the exam, issue a certificate and enter the course completion into AUXDATA.