

# DACUM Research Chart for Adjunct Instructor

## DACUM Panel

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Adjunct Instructor

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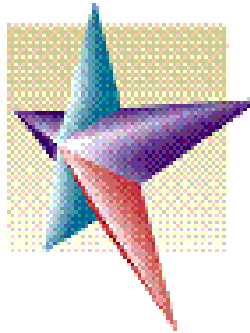
Veronica Villegas  
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## DACUM Facilitators

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CENTER ON EDUCATION AND  
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AND HUMAN ECOLOGY

**1900 Kenny Road  
Columbus, OH 43210**

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# DACUM Research Chart for Adjunct Instructor

<b>Duties</b>		<b>← Tasks →</b>				
<b>A</b>	<b>Prepare for New and/or Existing Course</b>	A-1 Consult with A.E./team/project lead	A-2 Research company information (e.g., products, services)	A-3 Identify key company personnel	A-4 Determine scope of assignment	A-5 Estimate assets & resources needed (e.g., people time, materials)
<b>B</b>	<b>Develop Course Curriculum*</b>	B-1 Research course content	B-2 Identify learning objectives	B-3 Write lesson plans	B-4 Customize training materials to fit client	B-5 Verify lesson plans
<b>C</b>	<b>Manage Training Site</b>	C-1 Comply with company security procedures	C-2 Provide equipment security	C-3 Assess training site (e.g., size, outlets, noise)	C-4 Determine equipment needs (e.g., computer, projectors, power strips)	C-5 Set-up training site & equipment
<b>D</b>	<b>Facilitate Course</b>	D-1 Establish participant rapport	D-2 Assess participant skill level/competency	D-3 Provide course introduction & objectives	D-4 Provide facility orientation	D-5 Provide training rules & guidelines
<b>E</b>	<b>Perform Administrative Tasks</b>	E-1 Print course materials (e.g., handouts, activities, posters)	E-2 Monitor student attendance & tardiness	E-3 Complete registration forms (e.g., college, client)	E-4 Inform Account Executive of course issues (e.g., facilities, materials, participants)	
<b>F</b>	<b>Pursue Professional Development</b>	F-1 Participate in Corporate Service's Train-the-Trainer course	F-2 Participate in Adjunct Instructor meetings	F-3 Participate in TCC-CS training/certifications	F-4 Participate in continuing education courses	F-5 Participate in special assignments/forums

\* Adjunct Instructors who teach “canned” courses may not perform all the tasks in this duty.

A-6 Determine assets & resources available (e.g., people, time, materials)	A-7 Familiarize self with site	A-8 Develop action plan (e.g., timeline, resources, facilities)	A-9 Obtain course materials (e.g., student packet, manuals)	A-10 Review facilitator and student manual		
B-6 Create course activities	B-7 Modify course activities	B-8 Develop AV materials	B-9 Develop pre- and post-assessments	B-10 Perform dry run	B-11 Review lesson plans	B-12 Obtain final approval for lesson plans
C-6 Restore training site	C-7 Coordinate resolution of training site issues (e.g., air conditioning, power)					
D-6 Present course material	D-7 Facilitate course activities	D-8 Integrate coaching activities	D-9 Administer assessments (e.g., skills, attitudes, behaviors)	D-10 Provide course wrap-up	D-11 Conduct graduation exercise	
E-5 Complete evaluation forms (e.g., student, instructor)	E-6 Return training materials (e.g., equipment, manuals, forms)	E-7 Submit timesheets	E-8 Complete expense reimbursement forms	E-9 Debrief Account Executive		
F-6 Participate in professional organizations (e.g., ASTD, NSPI, Toastmasters)	F-7 Network with colleagues/other professionals)	F-8 Volunteer teaching services to other organizations		F-9 Read professional trade journals		

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## General Knowledge and Skills

Computer skills  
Communication skills: verbal, written, listening  
MicroSoft Office  
Motivational skills  
Project/management  
Time/management  
Coaching skills  
Knowledge of AV equipment  
Research skills  
Interpersonal skills  
Facilitation skills  
Course content knowledge  
Public speaking skills  
Leadership skills  
Analytical skills  
Problem solving skills  
Organizational knowledge  
Observational skills  
Company security procedures

## Tools, Equipment, Supplies and Materials

Computer/peripherals  
Card stock  
Flip chart/markers  
LCD projector  
General office supplies  
Cell phone  
Internet  
Microsoft Office (multiple versions)  
Reference materials  
DVD/VCR player  
Digital camera  
Manuals  
Copier/fax  
Course-appropriate equipment (e.g., forklift, drywall, iPhone)  
Storage cart  
Poster printer  
Forms  
Flash drive  
ID badge

## Acronyms

AE Account Executive  
AV Audio Visual  
TCC-CS Tarrant County College – Corporate Services  
ASTD American Society for Training and Development  
NSPI National Society of Performance Based Instruction  
FWOC Ft. Worth Opportunity Center

## Worker Behaviors

Flexible	Able to handle stress
Intelligent	Compassionate
Honest	Dynamic
Quick thinker	Common sense
Encouraging	Responsive
Confidential	Team player
Punctual	Patient
Detail oriented	Empathetic
Trustworthy	Friendly
Multi-tasker	Creative
Competence	Good listener
Sense of humor	Confident
Professional appearance	Responsible
Organized	Dependable

## Future Trends and Concerns

Lack of physical workspace  
Accurate portrayal of expected work hours  
Lack of mileage reimbursement  
Constantly changing organizational structure  
Rapid growth of corporate services  
Ability to deliver consistent services  
Training on new products/services  
Need for procedures & structure at FWOC  
Transition from specific classes to comprehensive training programs  
Lack of instructor monitoring/evaluation  
Need for comprehensive team approach to project management