2021 NER VIRTUAL SENIOR LEADERSHIP LEVEL 4 (L4) COURSE

STUDENT INFORMATION PACKET

CONGRATULATIONS! You have chosen to take an especially important step in your CAP career by devoting three (3) Saturdays of your valuable time to complete 15 of the 25 modules required by Education and Training Level IV. The hope is that you will improve your managerial and leadership skills. You will have an interesting 3 days of virtual lectures, seminar tasks, and leadership clinics, all designed to further your professional development in CAP and your professional career.

DATES:
- If you chose the 2021 NER Senior Leadership Virtual Level IV Course, you would meet for three (3) on 17 Apr 2021, 15 May 2021, and 12 June 2021.   Sign-on each day will start at 0845 and module instruction will begin at 0900 and conclude no later than 1700 each of the scheduled days of instruction.

- If you chose the 2021 NER Senior Leadership Virtual Group Commander Course, you would meet for one (1) day on 17 Apr 2021. Sign-on that day will be at 0845 and module instruction will begin at 0900 and conclude no later than 1700 on the scheduled day of instruction.

- If you chose the 2021 NER Senior Leadership Virtual Squadron Commander Course, you would meet for two (2) days on 15 May 2021, and 12 June 2021. Sign-on each day will start at 0845 and module instruction will begin at 0900 and conclude no later than 1700 each of the scheduled days of instruction.

EMERGENCY PHONE NUMBERS: If you need to contact the Course Director or Registrar for any reason, you may contact them at:

- Lt Col Thomas Brown (Director) at tbrown@ner.cap.gov
- Capt Peg Matson (Administration and Registration) at mmatson@pawg.cap.gov
- Col Jim Ridley (Volunteer University Chairperson for Onsite Level Instruction)

COMPUTERS: This course will be offered virtually, and a computer is required. *Doing this course on a phone is not recommended.* In order to have a good experience with this course, make sure you have adequate bandwidth with your internet provider. Also, make sure that you have access to word processor, spreadsheet, and power point programs such as MS Word, MS Excel an MS Power Point. There are writing and reporting assignments to be done.

BREAKOUT SESSIONS. Several of the modules of instruction will require breakout sessions which will be handled by your onsite virtual instructor and will consist of 6-8 students with a Breakout Room Advisor. These Breakout Sessions are intended to allow each participant the opportunity to obtain a wider range of ideas and broaden their knowledge of CAP in general as well as to meet members from different areas. You will be expected to participate during these Breakout Sessions.

UNIFORMS: Recommended Uniform of the Day is the polo or golf shirt combination. Air Force Style blues uniform and corporate whites are also allowed. ABU or Blue Utility uniform, and/or flight suits are not authorized for wear at this course.

VIRTUAL PLATFORM: The primary platform for this virtual experience will be Zoom. During the primary lecture time, you need not have you Video or Audio on. However, during the Breakout Sessions, you must have your Video on. It is difficult to interact if your Video is off. If you are not familiar with Zoom, our team will offer a practice Zoom session prior to the first day of instruction.

INSTRUCTORS: The instructors for this course are qualified Volunteer University Instructors with permissions to teach their specific module of instruction. These instructors are the ones that will decide if you pass the module or not and will be the person that will enter your credit for the module in eServices. Each instructor will set the directions for their module. Each instructor will provide you with their contact information in case you have questions, issues, or concerns about their topic and or assignments.

ATTENDANCE: You must be engaged in each of your modules throughout the day. If you need to be absent during your module of instruction, you must be excused by the instructor. To get credit for the module you must be in attendance for a minimum of 80% of the scheduled module instruction time. We are relying on your integrity and the instructor in relation to attendance.

WRITTEN ASSIGNMENTS: All written assignments must be handed in no later than 14 days after the day of instruction. Example: During the first set of modules on 17 Apr 2021, your written assignments must be in by 31 Mar 2021. This will give the instructor time to correct them and provide feedback before the next set of modules on 15 May 2021.

OFFICE HOURS: During the time of this course the Director will offer office hours prior to each scheduled instructional date and right after each instructional date in case there are questions, issues or concerns.

CREDIT FOR MODULES: Different than prior courses like SLS, CLC, UCC, RSC, etc., you are given credit for each module of instruction, not the entire course. Therefore, if you miss a module of instruction, you need only repeat that module, not the whole course. You can keep track of the modules you complete in each ET Level in eServices. See Below.

CHECKING FOR MODULE CREDIT IN ESERVICES: Sign into eServices > Menu>Professional Development>Professional Levels>Professional Levels. Enter your CAPID and click on the down arrow on the left. This will bring up a menu that list the levels that you have completed and the one with which you are working. Click on the Level with which you are working and hit Submit. This will give you the list of modules that have been approved and will show which modules you have yet to complete.

Thomas L. Brown, Lt Col, CAP
Director