

AT SEA MONITORING TRAINING AGENDA AUGUST 16-30, 2011

WEEK 1			
DAY 1	DAY 2	DAY 3	DAY 4
Tuesday: October 18, 2011	Wednesday: October 19, 2011	Thursday: October 20, 2011	Friday: October 21, 2011
0800 Welcome/Introductions/ Housekeeping	0800 Training Video	0800 ASM Job Tasks	0800 McMillan Offshore Survival
0900 Program Introduction	0900 Introduction to At-sea Monitoring	0900 Introduction to Safety Program	
1030 Security Overview	1000 Geographic & Statistical Areas	0915 McMillan Offshore Survival	
1130 Gear Size Selection	1030 Groundfish Gear Workshop Gillnet & Longline	1215 Issue Safety Gear	1100 USCG F/V Safety
	LUNCH (1145)		
LUNCH		LUNCH (1230)	LUNCH
Session Times: 1300-1500; 1500-1700 Session 1: Fish ID Lab Species Verification Program Session 2: Fingerprinting & Meet Your Editor (1430 & 1630)	1245 Groundfish Gear Workshop Continued Trawl	1315 Safety Checklist	Depart 1300 1330 McMillan Offshore Survival Pool Session
	1530 Special Management Programs	1400 McMillan Offshore Survival Flares & Fire Fighting Lecture	
	1600 Fish ID	1530 Flares & Fire Fighting Field Exercise	
		1630 Fish ID Review	1600 Issue PLBs

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WEEK 2				
DAY 5	DAY 6	DAY 7	DAY 8	DAY 9
Monday: October 24, 2011	Tuesday: October 25, 2011	Wednesday: October 26, 2011	Thursday: October 27, 2011	Friday: October 28, 2011
Session Times: 0800-0900 ; 0900-1000 Session 1: <u>FISH ID EXAM</u> Session 2: Mentoring #1	0800 Introduction to Manuals	0800 Groundfish Haul & Data Reporting	0800 Catch Estimation	0800 <u>INCIDENTAL TAKE EXAM</u>
1000 Safety Workshop Immersion Suit Attachments Safety Practical Stations Safety Practical	0900 Issue iPAQ	1000 Length Frequency Log & Workshop		1015 Data Quality Session
	1030 Introduction to Paper Logs	1115 Uploading Protocols		1045 Regulatory Compliance Folder
LUNCH	LUNCH (1100)		LUNCH (1145)	LUNCH (1130)
1300 Depart Woods Hole or Falmouth	1200 Trip Logs & Trip Tab	LUNCH (1215) 1315 Incidental Take ID Session	1245 Electronic Monitoring	1230 Incident Report
Session Times: 1330-1500 ; 1500-1630 Session 1: Dockside & Vessel Tour Woods Hole Session 2: Safety Practical Written Exam Clarke Conference	1400 Gear Logs & Gear Tabs	1445 IAL Tab/Log	1315 Incidental Take Protocols Tab/Log	1300 Office of Law Enforcement
	1515 Fish Disposition Codes	1545 Digital Camera & Practice Session	1500 Cooler Session	1330 Data Collection Workshop
			1600 Incidental Take Review	1700 Exam Review

WEEK 3		
DAY 10	DAY 11	
Monday: October 31, 2011	Tuesday: November 1, 2011	
<p align="center"><u>Training Trip</u></p> <p align="center">Session Times: 0600; 0945</p> <p>Session 1: Group 1 & Group 3 Session 2: Group 2 & Group 4</p> <p align="center">Training Trip Woods Hole</p> <p align="center">FV Equinox FV Caitlyn Elizabeth</p>	<p>0800</p> <p align="center"><u>ASM FINAL EXAM</u></p> <p align="center">Mentoring #2</p>	
	LUNCH	
		<p>Session Times:</p> <p>1300-1430: 1430-1600</p> <p>Session 1: Conflict Resolution</p> <p>Session 2: Training Trip Editor Review & What to Bring</p>
		<p>1615</p> <p align="center">Class Photo</p>
		<p>1630</p> <p align="center">Program Conclusion</p>

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 1	October 18, 2011		
Tuesday	<i>Introductions, Species Verification Program, Fingerprinting and Mentoring Assignments</i>		Tech Park: Training Room and Cooler
HOMEWORK DUE: Welcome Packet Pre-Training Assessment and Dispute Resolution Style			
0800	Welcome/General Housekeeping Introductions/Training Standards	Diana Cowan	Introduce students and staff General housekeeping and emergency procedures Program Standards
0900	Program Introductions: <ul style="list-style-type: none"> Northeast Fisheries Sectors Sector Monitoring 	Amy Van Atten	Groundfish Fisheries; Amendment 16; Sectors; Sector Monitoring
1030	Security Overview	Mary Romero	Security Procedures while in a federal building; Security Coversheet; Declaration of Federal Employment; eQIP
1130	Gear Size Selection	Training Staff	Students will try out different sizes of issued gear: Gloves, Foul Weather Gear, Survival Suits
1200	LUNCH		
Session Times: 1300 -1500	Session 1: <u>Species Verification Program</u> <u>Fish ID Lab</u>	Kevin Meyer Peter Canavin Giovanni Giansin Dominique St. Amand	Species Verification Program: Overview of the SVP and a guide to properly photographing fish Fish ID Lab: Northeast fish species identification Location: Back Cooler What to Bring: <ul style="list-style-type: none"> Closed toed shoes & Sweatshirt/jacket Pen/pencil Notebook/Fish ID Worksheet/Fish ID Guides
1500-1700	Session 2: <u>Fingerprinting & Meet Your Editor</u> Station 1: Training Room Station 2: Digital ID Pictures Station 3: Photocopy 2 forms of ID & First Aid/CPR Station 4: Meet Your Editor (1430 & 1630)	Mary Romero Jenna Christiansen Diana Cowan Editing Staff	All individuals will be fingerprinted as a part of the mandatory federal background check. What to Bring: <ul style="list-style-type: none"> 2 forms of ID (drivers license, passport, SS card, military ID, birth certificate, etc) Current Red Cross or American Heart Association CPR and First Aid Card
HOMEWORK ASSIGNMENT: Trawl Net Codend Measuring Case Study Reading & Homework and Begin Fish ID Assessment (Due Oct. 24 th @8am)			
Homework Location: Presentation Binder Due Date: Oct. 19 th @ 8 am			

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 2	October 19, 2011		
Wednesday	<i>Introduction to ASM, Groundfish Gear Workshop, Special Management Programs and Meet Your Editor</i>		Tech Park: Training Room
HOMEWORK DUE: Trawl Net Codend Measuring Case Study Homework			
0800	At-sea Monitor Video: <i>Portrait of a Monitor</i>	Giovanni Giancesin	A video that illustrates an ASM trip from start to finish. This will provide trainees an initial point of reference and a comprehensive view of the role as a monitor.
0900	Introduction to At-sea Monitoring	Diana Cowan Giovanni Giancesin	Summarizes what an ASM does and why they are needed. The ASM Checklist will be handed out.
1000	Geographical & Statistical Areas	Diana Cowan	An overview of the geographical and statistical areas. ASMs will learn how to use charts to plot positions while at sea.
1030	Groundfish Gear Workshop Gillnet Gear Presentation Gillnet Gear Workshop <ul style="list-style-type: none"> ○ Identifying Gillnet Gear ○ F/V Dawn T Video Longline & Handline Gear Presentation Longline & Handline Workshop <ul style="list-style-type: none"> ○ Longline & Handline Id Gear ○ F/V Bad Dog Video 	<u>Gillnet Gear and Longline & Handline Workshop</u> Giovanni Giancesin Dominique St. Amand	Overview of Gillnet, Trawl, Longline, & Handline gear within the Groundfish Fishery. The workshop provides a hands-on opportunity that highlights the components of each gear type. A component of the workshop will focus on using, maintaining, and reading the vernier calipers appropriately.
1145	LUNCH		
1245	Groundfish Gear Workshop (Cont) Trawl Gear Presentation <ul style="list-style-type: none"> ○ Ruhle Trawl, Haddock Separator, Rope Trawl, Flounder Trawl ○ Caliper and Mesh Measurement Protocol Trawl Gear Workshop (20 min each) <ul style="list-style-type: none"> ○ Station 1: Identifying Net Type ○ Station 2: Trawl Net Measurements 	<u>Trawl Gear Workshop</u> Dominique St. Amand Giovanni Giancesin Jenna Christiansen	Trainees will learn how to recognize multiple gear types used within the same fishing trip.
1530	Special Management Program	Sara Weeks Tad Beagley	USCA; Closed Area I; Closed Area II; Regular BDAS; Specialized gear
1600	Fish ID In Class Session	Kevin Meyer Peter Canavin Giovanni Giancesin Dominique St. Amand	Highlight Northeast fish species from the fish lab in a classroom setting to review difficult to identify species and characteristics.
HOMEWORK ASSIGNMENT: Readings & Questions and ASM Checklist (Checklist Due Nov. 1 st) Continue working on Fish Id Assessment Homework Location: Presentation Binder and Handed Out Due Date: Oct. 20 th @ 8 am			

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 3 Thursday	October 20, 2011		Tech Park: Training Room & Back Lot
McMillan Offshore Survival and Fish Id Review			
HOMEWORK DUE: Readings & Questions			
0800	ASM Job Tasks <ul style="list-style-type: none"> • Duty Sheet • Field Diary • Fishermen's Log • Fishermen's Comment Card • Sector Concerns Fishermen Outreach	Jenna Christiansen Tad Beagley Joe Jurek Steve Welsh	A comprehensive view of what is expected of an at-sea monitor. Defines the methods provided to fishermen for feedback on a haul and trip level. Outlines how ASMs report issues that may occur on an individual trip.
0900	Introduction to the Safety Program	Lauren Carroll	Overview of the Safety Training for the ASM Program.
0915	McMillan Offshore Survival	John McMillan	In depth at-sea safety training: Identifying potential risks; Emergency problem solving; vessel safety & stability; Mayday calls; proper use of safety equipment; Station bill; Life raft components; hypothermia.
1215	Issue Safety Gear immersion suit; personal floatation device; signal mirror; strobe light; whistle	Carl Lemire Tyler Staples	Students will be issued USCG approved safety gear. Hands on instruction of equipment usage.
1230	LUNCH		
1315	Safety Checklist <ul style="list-style-type: none"> • Safety Checklist Log • EVIC Card • Safety Deficiency Reports 	Mike Tork Lauren Carroll	Detailed checklist required prior to an ASM's deployment on a fishing vessel. Procedures ASMs must take when vessel safety is not properly met.
1400	McMillan Offshore Survival Continued Flares & Firefighting Lecture	John McMillan	Students are instructed on the various types of required signal flares and fire extinguishers.
1530	Flares & Fire Fighting Field Exercises	John McMillan	Students will practice using flares and putting out a controlled fire using fire extinguishers typical with commercial fishing vessels. Proper Attire: <ul style="list-style-type: none"> • Closed toed shoes • Long pants
1630	Fish Id Review Session	Kevin Meyer Peter Canavin Giovanni Ganesin Dominique St. Amand	Students will review all fish species. Mock exams will be issued as needed. This is an open ended review session and will be available as long as needed.
HOMEWORK ASSIGNMENT: Safety Readings and Fish Id Assessment			
Homework Location: Presentation Binder and Handed Out Due Date: Oct. 24 th @ 8am			

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 4 Friday	October 21, 2011		
	<i>McMillan Offshore Survival, Safety Checklist, and Fish Id Review</i>		Tech Park: Training Room and Mass Maritime Pool
0800	McMillan Offshore Survival	John McMillan	Continuation of Survival Training
1100	USCG Fishing Vessel Safety	Ted Harrington, USCG	Representative of the USCG Safety Program who works directly with the fishing industry for safety compliance. This will provide the students a different perspective of safety aspects within the fishing industry.
1200	LUNCH		
1300	Leave Tech Park for the Mass Maritime Pool		
1330	McMillan Offshore Survival Pool Session	John McMillan Lauren Carroll Jenna Christiansen Mike Tork <u>GOV Drivers</u> Sprinter: Lauren Carroll Sprinter: Jenna Christiansen	Practical survival training in the water. What to Bring: (Change at Tech Park) <ul style="list-style-type: none"> • Bathing Suit • Towel • White T-shirt
1600	Issue PLB's PLB Use	Mike Tork Lauren Carroll	Students will be issued their PLBs and instructed on proper use and maintenance
HOMEWORK ASSIGNMENT: Fish ID Assessment, Study for Fish ID Exam and Safety Readings Homework Location: First Day Handout Due Date: Oct. 24 th @ 8am			

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 5 Monday	October 24, 2011		Tech Park: Training Room and Wood Hole Harbor
HOMEWORK DUE: Fish ID Assessment and Signed copied of EPIRB Memo			
Session Times: 0800-0900 0900-1000	Session 1: <u>Fish Identification Exam</u> <i>BOTH exams require a minimum of 85% successfully pass the ASM Training Program.</i>	Kevin Meyer Peter Canavin	Fish ID Exam: <u>Open Book:</u> All materials issued during training may be utilized during this portion of the exam. <u>Closed Book:</u> No materials may be used for this portion of the exam.
	Session 2: Mentoring Session #1: Initial Evaluation	Diana Cowan Jenna Christiansen Giovanni Ganesin Dominique St. Amand	Students will sit down with an assigned mentor to discuss the progression of training and voice any concerns they may have. Bring: ASM Checklist
1000	Safety Practical: Part 1 <ul style="list-style-type: none"> Safety Brief Safety Practical Stations <ul style="list-style-type: none"> Station 1: Immersion Suit/PLB Station 2: Deploy Life Raft Station 3: Mayday Call 	Mike Tork Lauren Carroll Jenna Christiansen	Safety brief includes: proper life raft launching, immersion suit storage and maintenance, PLB testing and activation, secure all attachments to immersion suit (mirror, whistle, PLB, light). Rotate between stations for individual hands on demonstration <u>Practical Exam:</u> <i>all station requires a Pass to successfully complete the ASM Training Program</i>
1200	LUNCH		
1300	Depart for Woods Hole F/V Gloria Michelle		
Session Times: 1330-1500	<u>Session 1:</u> Group 1 Dockside & Vessel Tour <ul style="list-style-type: none"> Safety Overview Deck Orientation Safety Checklist Practical Trainees perform vessel safety checklist and turn in Checklist for review 	Jenna Christiansen Giovanni Ganesin Dominique St. Amand	Trainees undergo a focused tour onboard a commercial fishing vessel. The tour will emphasize: safety components; deck orientation; gear safety; wheelhouse, galley, and bunk accommodations; sampling station; basic boat courtesies. What to Bring: <ul style="list-style-type: none"> Clipboard & Pencil
1500-1630	<u>Session 2:</u> Group 2 Safety Exam: Part 2 Location: Clarke Conference Room	Mike Tork Lauren Carroll	Written Safety Practical Exam Signed copied of EPIRB Memo <u>Written Safety Exam:</u> <i>exam require a minimum of 85% successfully pass the ASM Training Program</i>
1630	Review of Safety Practical Results	Mike Tork Lauren Carroll	Overall results on the Safety Exam and Practical.
HOMEWORK ASSIGNMENT: Read Program Manual Sections: iPAQ: iPAQ Electronic Reporting, Trip Tab, Gear Tab, Cost Tab, Trip End Tab, and Paper Logs: Trip Log, Trawl, Gillnet, Longline Gear Homework Location: ASM Program Manual Due Date: Oct 25 th @ 8am			

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 6 Tuesday	October 25, 2011		
	<i>Intro to Manual, iPAQ & Digital Cameras, Intro Paper Logs, Trip Log & Trip Tabs, Gear Logs & Gear Tabs</i>		Tech Park: Training Room
0800	Introduction to Manuals <ul style="list-style-type: none"> • ASM Biological Sampling Manual • ASM Program Manual • ASM Cheat Sheets Introduction to Manual Game	Jenna Christiansen Kevin Meyer	Introduce issued reference manuals: Program Manual; Biological Sample Manual; Cheatsheets. Trainees practice using their materials by playing 'The Manual Game'.
0900	iPAQ & Digital Camera: <ul style="list-style-type: none"> • Issue iPAQs • iPAQ Confidentiality • Issue Digital Cameras Introduction to iPAQ	Charles Dunlap Giovanni Giancesin Dominique St. Amand	Trainees are issued electronic equipment required for At-sea monitoring. Students are trained how to use the iPAQ unit and are required signing a Confidentiality Form.
1030	Introduction to Paper Logs <ul style="list-style-type: none"> • Common data variables • Header Information • Order of Logs • Page Numbering 	Giovanni Giancesin Dominique St. Amand Support: Charles Dunlap Chris Tholke	Identifies and explains: Common haul variables, header information, order of logs, & page numbering.
1100	LUNCH		
1200	Trip Logs & Trip Tabs <ul style="list-style-type: none"> • Trip, More Trip • End Trip • Haul/Species • Costs 	Giovanni Giancesin Dominique St. Amand Support: Charles Dunlap Chris Tholke	Identifies and explains the various data fields collected by ASMs.
1400	Gear Logs & Gear Tabs <ul style="list-style-type: none"> • Trawl Fishery • Gillnet Fishery • Longline Fishery • Multi-gear 	Giovanni Giancesin Dominique St. Amand Support: Charles Dunlap Chris Tholke	Identifies and explains the gear fields collected by ASMs per gear type and how they are recorded. Trainees will also learn how to record multiple gears used within the same trip.
1515	Fish Disposition Codes Fish Disposition Game	Diana Cowan Jenna Christiansen	Explains how monitors record species and the specific reason they are kept or discarded.

HOMEWORK ASSIGNMENT: Longline & Gillnet Homework Assignment

Homework Location: Presentation Binder **Due Date:** Oct. 31st @ 8am

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 7 Wednesday	October 26, 2011		
	<i>Groundfish Haul Data, LF- iPAQ Uploading Incidental Take, Digital Camera, Individual Animals</i>		Tech Park: Training Room
0800	Groundfish Haul Data Reporting <ul style="list-style-type: none"> • Common Haul Log Variables • Common Haul iPAQ Tab Variables Multi-Gear Handout	Giovanni Gianesin Dominique St. Amand Support: Charles Dunlap	Identifies and explains on how to record haul data electronically and on paper logs <ul style="list-style-type: none"> • Trawl Logs • Gillnet Logs, More Gillnet • Longline Logs, More Longline
1000	Length Frequency Log & Workshop <ul style="list-style-type: none"> • Length Frequency Log & Tab • Biological Sampling Manual (Table 2) • Scale Presentation 	Dominique St. Amand Support: Training Staff	Introduces trainees to their biological sampling gear (e.g. measuring board, length frequency strips, scales, Biosampling Manual) and how to record lengths of priority species. The workshop includes hands on activities using their biological sampling gear.
1115	iPAQ Uploading Protocols <ul style="list-style-type: none"> • Create Password • Create Zipfile • Uploading Protocol 	Charles Dunlap Christopher Tholke Training Staff	Step-by-step processes on how data are uploaded electronically. Students will create a zipfile using data that has been entered during lessons. Student will upload during this session.
1215	LUNCH		
1315	Incidental Take Identification Marine mammal, Sea Turtle, Sea Bird	Kathryn Roy	Introduce and define incidental takes, morphology and terminology associated with Marine Mammals, Sea Turtles and Sea Birds. Describe and illustrate animal conditions and entanglement scenarios.
1445	IAL Tab/Log <ul style="list-style-type: none"> • Shark ID • Sturgeon ID & Cheat sheet • IAL & picture protocols 	Joe Mello Ben Church	Shark, sturgeon, and pelagic species identification. Students are trained how IAL species are photographed and how to record IAL data electronically and on their paper logs.
1545	Digital Camera <ul style="list-style-type: none"> • Security • Protocols for Naming Photo Files • Uploading Protocols 	Charles Dunlap	Students are trained how to use the issued digital camera; security protocols; naming photo files; and how to upload load photos. Students will have several opportunities to practice using their cameras while in training.
HOMEWORK ASSIGNMENT: Longline & Gillnet Homework Assignment			
Homework Location: Presentation Binder Due Date: Oct. 31 st @ 8am			

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 8 Thursday	October 27, 2011		
	<i>Catch Estimation, Inc Take Protocol & Logs and Cooler Session</i>		Tech Park: Training Room and Back Cooler
0800	Catch Estimation <ul style="list-style-type: none"> ○ Trawl Fishery ○ Gillnet Fishery ○ Longline Fishery ● Conveyor Belt Protocols ● Protocols for CEW Naming Photo Files ● Application of Discard Log 	Diana Cowan Kevin Meyer Giovanni Giancesin Dominique St. Amand	Trainees are taught the dynamics and theories that support catch estimation in the Groundfish Fishery. Specific methods common to individual fisheries are introduced and practiced hands on in class. Trainees are given scenarios of when the Discard Log is used appropriately by gear type.
1145	LUNCH		
1245	Electronic Monitoring Program	Glenn Chamberlain Nikki Rossi Kelly Neville	An overview of the 3 year pilot program and how it affects ASMs
1315	Incidental Take Tab/Log <ul style="list-style-type: none"> ● Inc. Take Worksheet ● Inc. Take & picture protocols Introduction to Incidental Take Homework	Kathryn Roy	This presentation will provide the trainees with a detailed overview of incidental take protocols and associated reporting as well as proactive strategies for a successful incidental take event. These measures will address proper communication, sampling challenges and precautionary tactics when working in the field. Students will learn how to fully illustrate a protected species interaction through proper documentation.
1500	<u>Cooler Session</u> <ul style="list-style-type: none"> ● Marine Mammal tagging protocols ● Sea turtle resuscitation protocols Digital Camera Practice	Kathryn Roy Greg Early Jenna Christiansen	This workshop will provide hands-on experience with the aforementioned incidental take protocols. Trainees are presented with a scenario based opportunity to manipulate protected species and document the interaction.
			What to Bring: <ul style="list-style-type: none"> ● Closed toed shoes & Sweatshirt/jacket ● Pen/Paper ● Digital Camera ● Incidental Take Homework (Presentation Binder)
1600	Incidental Take Review	Kathryn Roy	Students will review protected species ID characteristics and incidental take protocols. This session will run as long as necessary.
HOMEWORK ASSIGNMENT: Longline & Gillnet Homework Assignment (due Oct. 31 st) & Incidental Take Homework Homework Location: Presentation Binder Due Date: Oct. 28 th @ 8am			

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 9 Friday	October 28, 2011		Tech Park: Training Room
Incidental Take Exam, OLE, Data Collection Workshop, Data Quality and Regulatory Compliance			
HOMEWORK DUE: Incidental Take Homework			
0800	<u>Incidental Take Exam & Practical</u> <ul style="list-style-type: none"> This exam requires a minimum of 85% to successfully pass the ASM Training Program. 	Kathryn Roy Patricia McGinn	<u>Open Book:</u> Students will be able to utilize all materials provided to them during training to complete this exam. <ul style="list-style-type: none"> Key Characteristics and Identification Animal Condition & Entanglements Documentation and Photo Protocols
1015	Data Quality <ul style="list-style-type: none"> Falsification Probation Policies Evaluation 	Katherine McArdle	The ASM Program standards are discussed thoroughly with students as well as corrective measures that will be taken should an individual display low data quality.
1045	Introduction to Regulatory Compliance <ul style="list-style-type: none"> Issue Blue Compliance Folder 	Sara Weeks	This session issues all of the regulatory compliance forms and paperwork. Instructions on when to issue forms and how to thoroughly document and submit paperwork will be conducted during this session.
1130	LUNCH		
1230	Incident Report	Sara Weeks	Outlines how ASMs report issues that may occur on an individual trip with the Incident Report. Also instruction of how to complete and submit this form.
1300	Office of Law Enforcement Role of OLE	SA Chris McCarron	An OLE agent speaks to the class about the role of OLE in sector monitoring.
1330	Introduction to Biological Sampling Gear Data Collection Workshop <ul style="list-style-type: none"> Introduction to Sampling Gear Methods for collecting catch information on deck Biological Sampling Manual Review Field Notebook Protocol 	Trawl: (45 min) Jenna Christiansen Longline: (45 min) Giovanni Gianesin Gillnet: (45 min) Dominique St. Amand	This workshop is designed to introduce the gear that will be issued to monitors, how to maintain it, and the proper uses. Using their issued tools, trainees will move through various stations set up within each gear type and practice using their equipment to record data and transcribe it to their logs. Longline: Training Room, Trawl: Warehouse Gillnet: Conference Room
1700	Final Exam Preparation	Diana Cowan Jenna Christiansen	Students will review how they will be tested. What to bring: <ul style="list-style-type: none"> ASM: Program Manual, Biological Sample Manual, Cheat Sheets and ID manuals CHARGED iPAQ & Digital Camera
HOMEWORK ASSIGNMENT: Longline & Gillnet Homework Assignment (Upload prior to class) & ASM Checklist (Nov. 1 st)			
Homework Location: Presentation Binder & Handed out first day Due Date: Oct. 31 st @ 8am			

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION	
DAY 10	October 31, 2011			
Monday	<i>Trawl Training Trip</i>	Tech Park: Training Room & Woods Hole, MA		
HOMEWORK DUE: Longline & Gillnet Homework Assignment: Students can Upload prior to class or After the Trip in class room				
Session Times:	<p>Session 1: Leave Tech Park at 0630 Session 2: Leave Tech Park at 1015</p> <p><u>Trawl Training Trip</u> (see Group List below for monitor boat assignments)</p>	<p style="text-align: center;">Session 1 & 2:</p> <p>F/V Equinox Training Trip Lead: Giovanni Giancesin Session 1: Editor Staff: Kathryn Roy Monitor Group 1 Leader: Contact #:</p> <p style="text-align: center;">Session 2: Editor Staff: Greg Gaudreau Monitor Group 2 Leader: Contact #:</p>	<p>F/V Caitlyn Elizabeth Training Trip Lead: Dominique St. Amand Session 1: Editor Staff: Mario Travaline Monitor Group 3 Leader: Contact #:</p> <p style="text-align: center;">Session 2: Editor Staff: Liz Ouellette Monitor Group 4 Leader: Contact #:</p>	
	Session 1: 0630	Complete Paper Logs	Training Staff	
	Session 2: 1015	<p>What to bring: Charged iPAQ (can be left in Training Room)</p> <p><u>Personal Gear:</u></p> <ul style="list-style-type: none"> • Sunscreen & sunglasses • Watch • Food • Water • Any needed prescribed medications • Wear layers • Hat 	<p><u>Safety Gear:</u></p> <ul style="list-style-type: none"> • Survival Suit with all attachments • PFDs (must be worn throughout trip) <p><u>Work Gear:</u></p> <ul style="list-style-type: none"> • Boots • Gloves • Foul weather gear • Pencils & Clipboard • Waterproof Notepad • Cheat Sheets • Biological Sampling Manual • 	
	Uploading Trawl Training Trip	Session 1 & 2: Charles Dunlap and Christopher Tholke		
<p>HOMEWORK ASSIGNMENT: Final Exam Study and ASM Checklist Homework Location: Handed out first day Due Date: Nov. 1st @ 8am</p>				

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 11 Tuesday	<i>Final Exam , ASM Gear and Conclusion</i>	November 1, 2011	Tech Park: Training & Conference Room
HOMEWORK DUE: ASM Checklist			
0800	<u>Final Exam</u>		<u>Open Book:</u> Students will be able to utilize all materials provided to them during training to complete this exam. The exam will include: multiple choice, true/false, short answer, and an actual trip and picture upload.
	<ul style="list-style-type: none"> All fisheries & protocols All logs & Tabs Successfully upload a trip using iPAQ Successfully upload a digital photo using iPAQ 	Training Staff	NOTE: Upon completion of exam, all trainees must see Charles Dunlap for the following: <ul style="list-style-type: none"> To ensure proper upload & confirmation To delete all mock trips from the iPAQ and storage card To finalize security & passwords
	Delete iPAQ Zipfiles	Charles Dunlap	
Mentoring Session #2: Final Evaluation	Training Staff	A follow up mentoring session is conducted with students individually to address concerns and to allow feedback.	
1200	LUNCH		
Session Times:	<u>Session 1:</u> Conflict Resolution	Kit Van Meter	Students are presented with likely situations that could occur while performing job duties. Scenarios are covered in lecture and role playing. Location: Training Room
1300-1430	<u>Session 2:</u> Inc Take Exam & Homework Review (10 min)	Kathryn Roy	Editors will provide feedback about the trainees performance on data submitted for their training trip. An evaluation of the paper logs and iPAQ uploads will be provided during this session. Students will be issued all of their ASM gear and be trained on how to properly maintain it. They will be given suggestions on how to pack their gear efficiently and what they should take on a day trip and on a multi day trip. Location: Conference Room
1430-1600	Gillnet Homework Review (5 min)	Training Staff	
	Training Trip Editor Review Session (30 min)	Editing Staff	
	Issue ASM Gear (25 min)	Carl Lemire	
	What to take on a day trip & a multiday trip (20 min)	Dominique St. Amand	
	<ul style="list-style-type: none"> Check out gear Issue Paper Logs Gear maintenance How to pack a bucket Tips on sea sickness 	Giovanni Gianesin	
1615	Class Photo	Training Staff	
1630	ASM Program Conclusion	Amy Van Atten	Congratulation on the completion of the At-sea Monitoring Training Program. Students will receive their Certification of Completion.