

In order to ensure consistency of effort, we created this guide to assist you in the development and submission of newly proposed course curriculum. Our goal, to enable you to develop timely and innovative law enforcement curriculum supporting “best practices” within your field of expertise.

Please refer to our website: <http://nmlea.dps.state.nm.us> and select our Advanced Training Bureau Page under Accreditation Tools. They will refer you to our Instructor Guide Topic Template.

These tools are designed to enable you easily format and submit your proposed course curriculum for NMLEA accreditation.

## General Requirements

### 1. Resume’ of all instructors is required:

The resume’ should indicate the background and previous courses taught relating to the proposed course(s) of instruction. A current DPS Instructor Certificate may be submitted in lieu of the resume as long as the certification is for the subject matter taught.

### 2. Course Syllabus/Outline required:

This outlines the course overview/agenda, schedule along with dates of presentation (if known). Lesson plan indicates a target time-frame for the completion of each course segment or module.

### 3. Copy of the Course Curriculum (lesson plan) is required:

Include presentation and supporting material written in a semi-manuscript format. Copies of training aids (PowerPoint and hand-out material) should be included in the lesson plan package.

### 4. Student Course Evaluation Instrument is required:

Form or other method the students use to evaluate the training course and instructor(s).

## Curriculum Development

- Information presented should be developed from current references and “best practice” sources and correctly cited, (i.e. APA, Turabian or Chicago style).
- The lesson plan explains the importance of the course topic and how it applies to the student’s law enforcement/telecommunicator duties.
- Curriculum should include teaching techniques that stimulate participation and facilitate learning.
- Time should be allowed for students be actively involved in the instruction.
- Course credit hours are indicated and appropriate for the amount of material covered.

- Student/instructor ratios are noted and safe. NMLEA encourages instructors to follow safe student/instructor ratios particularly as it relates to Defensive Tactics, SWAT, Firearm Live-fire, Technical and other “High Risk” courses.
- Target audience, and any required student prerequisites are specified.
- Submission of a PowerPoint presentation alone will not suffice as a substitution for a course lesson plan.
- Grammar, spelling and punctuation are correct.

### **Goals and Objectives**

- Lesson plan includes a clearly articulated instructional goal and relevant objectives.
- Lesson plan includes information that supports each of the course goals and objectives.
- Training goals and objectives are clearly written and measurable.

### **Curriculum Design**

- A variety of training aides should be considered in developing course curriculum.
- Course summary should restate the course goals and objectives.
- Practical exercises and demonstration information should be clearly written and strategically place to support teaching points and objectives.

### **Testing Instrument (Optional)**

- Testing instrument should measure student performance. In most cases this will be a written test. In “skills courses” it may be a practical exercise or demonstration of proficiency.
- Testing materials and grading criteria are included (if utilized) in the lesson plan package.
- Testing instrument should be comprehensive and relate to the material covered.
- Testing instrument should directly relate to ensuring students understand the goals and objectives of the course.
- Pre and post-testing is encouraged.

### **Required at the Conclusion of your course**

- At the conclusion of the course certificates will be awarded to students which include:
  - a. Course title
  - b. Student name
  - c. Instruction/training provider
  - d. Number of instructional hours
  - e. Date(s) of training provided
  - f. NMLEA Course accreditation number

- Roster of students (LEA #86B) will be prepared and forwarded to the New Mexico Law Enforcement Academy within 30 days from the date the course is completed for DPS student course credit.