**I. AUTHORITY**

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

**II. PURPOSE**

The purpose of this policy is to establish a standard format and criteria for lesson plans used within the Ohio Department of Rehabilitation and Correction (ODRC).

**III. APPLICABILITY**

This policy is applicable to all ODRC employees assigned to prepare lesson plans and conduct training.

**IV. DEFINITIONS**

The definitions for the below listed terms can be found at the top of the policies page on the ODRC Intranet at the following:

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**V. POLICY**

It is the policy of the ODRC that lesson plans shall be prepared and utilized for the delivery of all ODRC programs, including New Employee Orientation (NEO) and in-service training, both optional and required. Lesson plans shall be written in an outline or narrative format, be approved prior to use or delivery, and maintained on file and/or online.
VI. PROCEDURES

A. All lesson plan content shall be consistent with current ODRC policies, Ohio Administrative Code (OAC), executive orders, legislative and judicial requirements, the American Correctional Association (ACA), and the Prison Rape Elimination Act (PREA) standards.

B. SMEs shall be utilized in the creation, development, review, and revision of lesson plans.

C. All lesson plans shall be developed according to a standardized format as provided in the Lesson Plan Template (DRC2203), or an approved PowerPoint lesson plan with detailed notes.

   1. The following information must be included on the coversheets (pages 1-4) of the written Lesson Plan Template (DRC2203) or in the notes section on the 1st slide of the PowerPoint lesson plan.
      
      i. The course/module title,
      ii. Course prerequisites,
      iii. Appropriate facilitators for the course,
      iv. Number of training hours for the course,
      v. Instructional strategies used,
      vi. SPOs,
      vii. Evaluation methodology to determine proficiency of the subject,
      viii. Reference information for all materials used in the preparation of the lesson plan, including agency policies,
      ix. Names and dates for preparation and review of course materials,
      x. List of equipment and materials needed by the instructor to facilitate the course, including but not limited to agency policies and visual aids,
      xi. List of documents and materials to distribute to students, including but not limited to handouts and supplemental reading.

   2. Lesson plans must include all information listed above, teaching content, and citations for all reference material used.

D. Any changes or variations to the approved lesson plan template must be approved by the CTA superintendent or designee prior to use.

E. Lesson plans should be student-centered and utilize group discussion, group activities, scenarios, and/or other opportunities for students to be actively involved in the training.

F. It is the responsibility of those preparing a lesson plan to secure authorization to use copyrighted material or information. Open-source material, particularly obtained from the internet, must be from a reputable source. Whenever information is used from another source to include but not limited to an interview or previous lesson plan, the source of the information and date shall be included in the lesson plan reference section.
G. References and citations will follow the current APA (American Psychological Association) Publication Manual.

H. The CTA superintendent or designee shall approve ODRC developed lesson plans utilized within employee orientation training and all in-service programs.

I. Lesson plans and materials developed by an outside entity for use by ODRC (e.g., PR-24, CPR, Pepper Ball, First Aid, ORAS) may be provided by the professional organization/developer/manufacturer of said training. In any case, the lesson plans must be submitted to CTA for approval and retained on the CTA server.

J. Lesson plans developed for systemic agency training initiatives shall be created by SMEs in collaboration with CTA. Approval of lesson plans for agency training initiatives is the responsibility of the CTA superintendent or designee. CTA shall establish a timeframe for completion for training initiative lesson plans to ensure the field has adequate time to prepare training plans that coincide with the required training.

K. SMEs shall aid in the development of lesson plans for utilization as a required in-service training in collaboration with CTA and made available for use at the beginning of each training cycle. CTA shall establish a timeframe for completion for required in-service lesson plans to ensure the field has adequate time to prepare training plans that coincide with the required training. Approval of lesson plans for required in-service training is the responsibility of the CTA superintendent or designee.

L. Lesson plans developed for site-specific, localized in-service training shall be created utilizing SMEs in collaboration with the training officer and/or training advisory council (TAC).
   1. Site-specific lesson plans shall be submitted to the designee for the supervisory review.
   2. The supervisory reviewer must ensure consistency with Ohio laws, policy, accrediting body standards, and grammar.
   3. After the supervisory review is completed, the signed lesson plans and attachments shall then be forwarded to CTA no later than September 1\textsuperscript{st} or ninety (90) days prior to first offering if the training is held before December 1\textsuperscript{st}.
   4. Final approval of lesson plans for site-specific, localized in-service training is the responsibility of the CTA superintendent/designee. All approved site-specific training shall be retained on the CTA server in accordance with ODRC Policy 39-TRN-09, Training Record Keeping.

M. Requests for lesson plans developed for the utilization as required in-service, and/or systematic strategic agency training initiatives must accompany the Training Project Proposal form (DRC1387). The requesting party shall consult with the CTA curriculum director/designee for approval of said project.

N. Training aides shall be identified in the lesson plan and be reflective of the course content.
O. Proficiency testing shall be completed following approved standards as determined by CTA, a professional organization, or the developer of said training.

P. If a pre-test is used, it shall be different from the post or final test. All post/final tests shall minimally evaluate knowledge of all identified SPOs.

Q. For courses requiring CTA certification or recertification, the appropriate CTA approved proficiency examination shall be utilized.

Referenced ODRC Policies:

39-TRN-09 Training Record Keeping

Referenced Forms:

Training Project Proposal  DRC1387

Traditional Lesson Plan Template  DRC2203