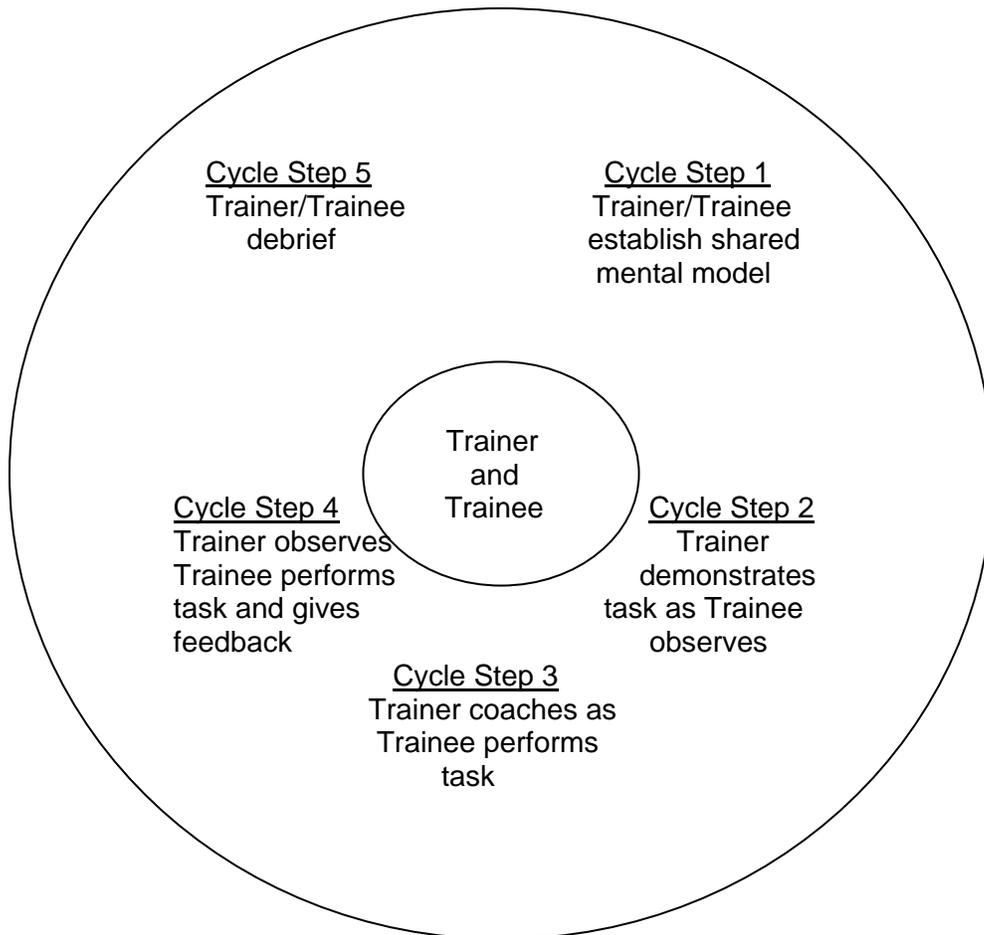


OJT Training Module Cover Sheet

Title: 305 How to collect field notes.
Type: <input checked="" type="checkbox"/> Skill <input type="checkbox"/> Knowledge
Performance Objective: Trainee will be able to ... <ul style="list-style-type: none">• Collect field notes according to National Cooperative Soil Survey and regional office guidelines.
Target Proficiency: <input type="checkbox"/> Awareness <input type="checkbox"/> Understanding <input type="checkbox"/> Perform w/ Supervision <input checked="" type="checkbox"/> Apply Independently <input type="checkbox"/> Proficiency, can teach others
Trainer Preparation: <ul style="list-style-type: none">• Trainer should be familiar with the assigned reading/review material in the lesson plan that follows.• Have available existing field notes to use as examples.
Special Requirements: Initiate an external learning request with a SF-182 in Aglearn for this activity. Instructions and a template are located on the training webpages for OJT modules.
Prerequisite Modules: <ul style="list-style-type: none">• 302 How to document your decisions with soil descriptions, field notes, sketches, GPS coordinates, and photography.
Notes: None
Authors: Marc Crouch
Approved by: Shawn McVey

The Five-Step OJT Cycle for Procedural Training (Skill)



OJT Module Lesson

Title: 305 How to collect field notes.	
WHAT	WHY, WHEN, WHERE, HOW, SAFETY, QUALITY
Cycle step 1	<p>Trainee should access via the internet and read SSM Chapter 5, Field Notes, pages 261-264.</p> <p>Trainee should access via the internet and review NSSH 627.8 d. 1.</p>
Cycle step 2	Do the following:
1. Review guidance used in your survey area for collecting field notes.	<p>You may or may not have a designated form to use in collecting field notes compared to full pedon descriptions and transect data. If you have a form, review it with the trainee. If you do not have a form, provide guidance as to:</p> <ul style="list-style-type: none"> • Minimum information to capture. <ul style="list-style-type: none"> ○ Location (required) ○ Map unit ○ Other per your guidance, noting that the documentation should capture information needed to describe, classify, and interpret the soil. • When to use a field note. <ul style="list-style-type: none"> ○ From traverses ○ From observations ○ From remote sensing • What kind of information do you want the trainee to capture to enhance map unit information? <ul style="list-style-type: none"> ○ Land use ○ Specific soil properties ○ Landscape and/or landform information ○ Mini pedon description ○ Minor component information ○ Other • Emphasize the commonplace over the not so common. • Where to store the field note (hardcopy, ecopy) in your survey area office environment.
2. Demonstrate collecting field notes.	<p>Either:</p> <ol style="list-style-type: none"> 1. Go to the field and create a situation where a field note could typically be collected. 2. As an opportunity arises during a project activity, collect field notes. <p>Store properly according to your office guidelines.</p>

Cycle step 3	Create another opportunity for field notes in your survey area. Coaching the trainee, have the trainee collect the field note(s).
Cycle step 4	Repeat cycle step 3 without coaching. During project activities, assign the trainee the task of collecting field notes.
Cycle step 5	Answer any questions. Repeat any steps as necessary.

OJT Module Lesson Measurement of Learning

Title: 305 How to collect field notes.	
WHAT	WHY, WHEN, WHERE, HOW, SAFETY, QUALITY
Collect field notes routinely during project activities.	During project activities, assign this task to the trainee. Sign off on performance when target proficiency is achieved.

SF-182

Trainee and/or supervisor access Aglearn to verify completion of the module via its SF-182.
