eppley

Institute for Parks and Public Lands
INDIANA UNIVERSITY

Catalog of

E-Courses

On-Line Certificate Programs

Classroom, Workshop and Training Courses

E-courses Catalog
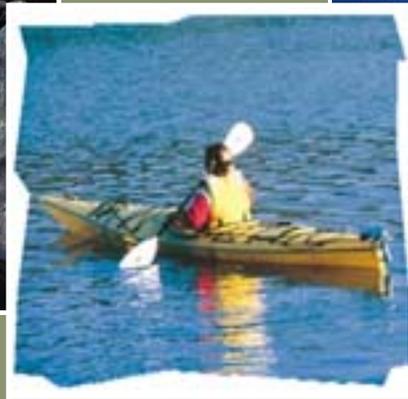
Administration and Productivity

Course Title	Description
Working as a Park Board Member: The Basics	Explains the importance of park and recreation boards, how the board originates and functions, and how it is structured and governed. The course also presents the challenges a board member can face and the rights and responsibilities available to them.
Working as a Park Board Member: Being Effective	This course is designed to help understand what one needs to know to be an active participant in a board, and how to work cooperatively with each other on behalf of the community.
NPS Focus Digital Library Tutorial	The NPS maintains a digital library and this course teaches employees how to properly authenticate photos and other materials that can be uploaded into this shared database of information and records that become part of the archival history of the park service.
Project Management Information System (PMIS)	These courses provide in-depth instruction of the Project Management Information System (PMIS) and its use and purpose within the National Park Service (NPS). There are step-by-step instructions about how to access PMIS, create a profile and use the search and report functions of PMIS.

Aquatics

Course Title	Description
Aquatic Management Basics	Intended for new or existing aquatic managers and will focus primarily on providing resources that can assist with understanding state and local safety mandates, how these mandates result in required training, and the basics of developing an emergency action plan.
Emergency Action Plans for Aquatic Facilities	For new and existing aquatic managers, this course focuses on the role and development of emergency action plans (EAPs) specific to aquatics facilities. The course begins by examining the need, importance, and different elements of EAPs. The process for elaborating an EAP specific to a facility is then defined. Tools are given to create an EAP structure in real time throughout the course. Finally, the course explains how to train staff on implementing EAPs, identifying potential gaps and revising the plan.

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Asset Management and Facilities

Course Title	Description
Asset Management for Concession Specialists	This course provides an overview of the Asset Priority Index (API) which measures the value of each asset in relation to a park's mission. Determining API values helps parks decide which assets should be retained and at what level they should be maintained. Audience: Park Superintendents, division chiefs, and subject matter experts in the National Park Service
Asset Management for Concessions Specialists I	This course will introduce the basic principles of asset management for concessions management specialists in the National Park Service
Asset Management for Concessions Specialists II	This course will introduce basic tracking of assets, condition and data quality within the Facility Management Software
Asset Management: Asset Inventory	This course teaches employees of the National Park Service about the Facility Management Software System (the FMSS) database to create location/asset and equipment/feature records. This course is designed for all FMSS users to understand the basis of FMSS data and park account managers and other users that have the signature security to insert new records. This is the third course in a series of 8 courses that provide an introduction to the Facility Management Software System.
FMSS 6.2	All courses address the FMSS 6.2 Upgrade and are targeted at existing users of the software. The courses are web conference-based with an accompanying job aid and assessment through DOI Learn. Operations and Maintenance: FMSS 6.2 Introduction and Basic Navigation • Operations and Maintenance: FMSS 6.2 Locations and Assets • Operations and Maintenance: Reporting In the FMSS 6.2 • Operations and Maintenance: FMSS 6.2 Applications in Depth • Operations and Maintenance: FMSS 6.2 Interface with CESS
Managing Park Assets: API	This course introduces the learner to the Asset Priority Index (API) which measures the value of each asset in relation to a park's mission. Determining an asset's priority helps parks decide which assets should be retained and at what level they should be maintained. Audience: Park Superintendents, division chiefs, and subject matter experts.
Managing Park Assets: CRV	This course will provide an understanding of the Web based Current Replacement Value (CRV) Calculator and its use and importance to asset management.
Operations and Maintenance: Preventive Maintenance Programs	This course is designed to communicate and demonstrate the importance of preventive maintenance as a proactive asset management tool.

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Event Management

Course Title	Description
Tournament Design Basics	Learn when to use elimination tournaments, how to split a tournament into separate leagues, and how to choose the size of each league. You will also learn how to create a master tournament schedule that follows scheduling rules, how to keep tournament records, and how to determine a tournament champion.
Round Robin Tournaments	Learn when to use round robin tournaments, how to split a tournament into separate leagues, and how to choose the size of each league. You will also learn how to create a master tournament schedule that follows scheduling rules, how to keep tournament records, and how to determine a tournament champion.

Interpretation

Course Title	Description
Conducted Activities	To facilitate opportunities for the visitors to form their own intellectual and emotional connections to resource meanings, you must plan and integrate strategically the physical movement of the visitors from one location to another with development of an idea relevant to the visitors and the resource. This course describes the components of successful conducted activities and explores techniques to effectively present directed experiences. The course also models a process you can follow to craft conducted activities that allow for discovery of the relevance and significance of the site.
Foundations of Interpretation	Answers four fundamental questions about interpretation: What is interpretation?; Why do we do interpretation?; What skills do interpreters need?; and How do you do interpretation? Designed to provide a basic understanding of the theory and practice of interpretation, this course is ideal for those new to the field or anyone interested in a refresher on interpretation concepts.
Informal Visitor Contacts	Informal visitor contacts are key to providing enjoyable visitor experiences. They provide the most personalized service in a park. As the first of the ten benchmark interpretive competencies identified by the National Park Service, effective Informal Visitor Contacts are critical to ensuring enjoyable visitor experiences. This course helps develop knowledge and skills through interactive chapters, activities and site-based assignments.

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Interpretation
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Course Title	Description
Interpretive Talk	The Interpretive Talk is purposefully designed and delivered to provide visitors the chance to connect to what the site means to them. Providing visitors the opportunity to connect both emotionally and intellectually to resource meanings deepens the visitor's experience and helps lead to resource preservation. The entry-level competency provides the basic tools for facilitating meaningful visitor connections. The Interpretive Talk walks the learner through practical steps in creating a well-crafted interpretive talk.
Interpretive Writing	To be an effective interpretive writer, you must possess basic skills in writing and understand the art and practice of interpretation. This course explores the reasons we write and teaches the basic elements of effective interpretive writing.
Training And Coaching Interpreters	Interpretive trainers and coaches support interpreters in connecting people to parks. Trainers and coaches amplify their impact and enhance visitor experiences by ensuring that their trainees can offer audiences opportunities to form intellectual and/or emotional connections with the meanings of the resources. The Training and Coaching Interpreters course provides step by step instruction in developing and delivering a training session as well how to conduct coaching sessions based on a positive assessment.

National Park Service

Course Title	Description
Introduction to the National Park Service: The History of NPS	The National Park Service (NPS) is an organization with a rich heritage and an important place in U.S. history. In this course, you will learn about the ideas that formed and transformed the National Park Service, the people who supplied those ideas, and the laws that shaped the NPS.
Introduction to the National Park Service: The NPS and the Federal Government	While the NPS's organization structure defines how its sites are managed, it is important to recognize the larger context in which employees work. This course provides you with an understanding of the role of federal government employees within the National Park Service (NPS), the NPS's role within the Department of the Interior, and the Department of the Interior's role in the federal government as a whole. In this course, you will learn the role of the National Park Service within the Department of the Interior, and the Department of the Interior's role in the federal government.

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Foundations of the Profession

Course Title	*Description*
Understanding American Wilderness	Presents the evolution of the wilderness idea beginning with the early history and philosophy of the wilderness concept. The course also focuses on the role and size of the federal land management agencies and the changing nature of land management philosophies.
Understanding Wellness: Applications for Parks and Recreation	Focuses on the importance of understanding wellness, how it differs from the conventional western approach to health, and how it relates to the individual journey of pursuing an optimal state of being. It is intended to assist recreation professionals in adapting a more holistic approach to delivering recreation services and to provide an understanding of recreation environments from a holistic perspective.
Universal Design	Universal design refers to the creation of structures and programs that can be used by all people. This course provides an introduction to the concept of Universal Design and its seven principles. In addition, the course presents the history, principles, and progress of Universal Design as it applies to the designer, programmer, and the consumer.
Training Basics for Busy Professionals, Course 1: Ready	Introduction to what constitutes a good training event, as well as knowledge and skills a good trainer needs to acquire. This one-hour e-course also explains the concepts of adult learning, characteristics of adult learners, and the importance of developing training goals depending on the type of learning.
Training Basics for Busy Professionals, Course 2: Set	Focus on the tools necessary for planning a professional presentation. This one-hour e-course introduces key concepts for creating any type of training session; from scripting a training to utilizing media, activities, job aids, and SMEs.
Training Basics for Busy Professionals, Course 3: GO!	Focus on the tools needed in the classroom or during a professional presentation. As a Subject Matter Expert (SME), you also need to be aware of your audience and use effective and engaging instructional techniques.

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Resource and Environmental Management

Course Title	Description
Planning, Environment and Public Comment	The Planning, Environmental and Public Comment (PEPC) system is a state of art tool used by the National Park Service for environmental, historic and other compliance processes for projects, improvements and programs. The PEPC training courses are taken by professionals assisting the NPS with various projects in order to learn how the system works and to allow them to use PEPC.

Safety

Course Title	Description
Fire Extinguisher Training	Provides the information necessary for the selection, use, and maintenance of portable fire extinguishers with the goal of preventing loss of life by ensuring that staff get to safety in the event of a fire.
Structural Fire for Managers	This course teaches the differences between structural and other types of fires and informs managers about the proper techniques for extinguishing structural fires and dealing with the potential consequences of such a fire in a park.

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On-Line Certificate Program Catalog

Course Title	Description
Asset Management for Parks, Recreation and Public Lands	A suite of 4 e-courses providing the learner with a fundamental understanding of asset management and the Total Cost of Facility Ownership (TCFO) concepts. The 4 courses include; 1) Principles of Asset Management, 2) Asset Inventory and Priority Index, 3) Condition Assessment and Deferred Maintenance Tracking, and 4) System Wide Planning and Implementation. These courses can be taken independently and passing all of them conveys an on-line certificate in Asset Management for Parks, Recreation and Public Lands to the student.
Park and Recreation Planning for Local Government Agencies	This on-line certificate program is based on 5 courses that provide a basic overview of park planning history, purpose, methods and approaches for the park and recreation professional in local government. The course content applies in general to all park planning but specifically addresses those processes that local agencies use frequently including survey methods, environmental scanning, public engagement, synthesis, action planning and more. The basics are covered here and allow students who complete the suite of courses to gain CEU's and obtain this on-line certificate in about 8 hours of study.
Philanthropy and Strategic Fundraising for Parks, Recreation and Public Lands	4 courses anchor this on-line certificate in fundraising techniques for parks, recreation and public lands management professionals. While allowing room for the basic techniques of gaining sponsors, business support and interested party donation, this certificate program advances the methods used to include assertive philanthropy and strategic fundraising methods. The course of study includes understanding giving, organizational readiness, the philanthropy process, research, donor identification and solicitation, stewardship and legal requirements. This course of study is not for everyone but does give the graduating student a new perspective in the role strategic fundraising techniques can play in a park, recreation and public land agency. 6 CEUs are granted as part of the certificate program.

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Classroom, Workshop and Training Courses Catalog

Course Title	Description
Executive Development Program	For 42 years the Indiana University Executive Development Program (EDOP) has helped park and recreation professionals at the local, state and national level who are in front line, management, and leadership positions build and strengthen the fundamental skills needed to manage and lead in a public and non-profit setting. IU EDP is organized around a two year curriculum focusing on leadership and management skill development. IU EDP sessions are longer than many similar continuing education programs. Most class lengths are 3.25 hours. This longer class period allows for an in-depth discussion of a particular topic, greater sharing among participants and over 17.5 hours of instruction.
Facility Manager Leaders Program (FMLP)	The purpose of the Facility Manager Leaders Program course of study is the development of facility managers to lead the National Park Service and its units in the careful stewardship and protection of the assets of the NPS. Open to 21 applicants from across the National Park Service, this year long certificate program comprises over 35 e-courses, 12 monthly forums, 3 developmental field experiences, 12 webinars and 3 classroom courses over 4 weeks. A highly selective and successful certificate program provided by the Eppley Institute, 75% of all graduates are promoted.
National Park Service Fundamentals Course of Study	This series of five courses (3 online and 2 face-to-face) are designed for all new National Park Service employees to become familiar with the National Park Service, legislation regulating the service, and prepare employees with an action plan that will assist them in succeeding in the workplace. As an orientation and introduction program, this Eppley Institute – National Park Service joint program offers students up to 13 CEUs through a one to two year course of study. Over 2,600 new NPS employees have experienced this certificate program in some form since it started in 2001.
Great Lakes Park Training Institute	The Great Lakes Park Training Institute is the oldest continuous professional training activity in the nation. It continues to provide opportunities for park and public land professionals in city, county, state, regional and national agencies to exchange ideas, explore current issues and techniques, and focus on improving services in parks, recreation and public land management agencies. Over 4 CEUs are provided during the Institute including a classroom certificate program in Executive Leadership for Women in Parks and Recreation.
Interdisciplinary Resource Protection and Law; Part of the National Park Service Resource Protection Courses	This is a forty-hour interdisciplinary course provides National Park Service employees with a solid understanding of the resource mission of the NPS and the primary laws, legal authorities, case law interpretation, and policies used to protect park resources. Participants receive instruction in the functions and roles that contribute to effective interdisciplinary group work and practice these skills through resource protection case studies. Training focuses on the diversity of natural and cultural resources existing throughout the national park system and the types of threats and vulnerabilities associated with these resources. CEUs will be available if desired by the student.

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