

**2002/2003 TxCVCS State Mandated Objective
Member Development - Pre-Service Orientation
Instructions**

The 2002/2003 Member Development SMO reads as follows:

_____ (total # of AmeriCorps members in your program) AmeriCorps members will engage in pre-service position specific and national service orientation for _____ (# of days and time) within the first two months of members service, resulting in enhanced member knowledge of position-specific information and national service related facts, as measured by 85% of members correctly answering at least 80% of the combined fifty questions from the National Service Assessment (30 questions assessing member knowledge of national service programs, benefits, rights and responsibilities) and Position-specific Assessment (20 questions assessing member knowledge of position-specific regulations and duties), after training for the respective components occurs.

What this means for you:

- 1) As always, each program is responsible for providing members with sufficient training that provides them with:
 - a) the knowledge to understand national service and all of their rights and responsibilities as an AmeriCorps member; and
 - b) the knowledge and skills to successfully carry out the direct service they are required to provide
- 2) ***For the national service training***, it is expected that each program:
 - a) Walk members through their contract and appropriate pieces of the provisions so that they fully understand all appropriate policies and their rights and responsibilities;
 - b) Train members on the history of national service, the three different streams and their appropriate programs, and what AmeriCorps State programs look like in Texas;
 - c) Upon successful completion of the national service training, the national service assessment should be immediately distributed to all members for them to complete and return to program staff (Instructions on how to distribute the assessment follows below)
- 3) ***For the position specific training***, it is expected that each program:
 - a) Fully train its members and provide them with the skills, knowledge, and resources that are appropriate to their specific service so that they are able to successfully carry out their direct service activities and start their year of service with confidence;
 - b) Each program is responsible for creating their own 20 question Position specific assessment (see instructions below); and
 - c) Upon successful completion of the position-specific training, the position specific assessment should be immediately distributed to all members for them to complete and return to program staff (Instructions on how to distribute the assessment follows below)

Instructions for Position Specific Assessment Creation:

- 1) As stated earlier, each program is responsible for providing position specific training;
- 2) Using your already developed training, each program must develop a 20 question assessment that measures member knowledge of the appropriate training and their future direct service;

- 3) Feel free to use any format you wish, using True/False, multiple choice, fill in the blank, etc...; and
- 4) Position Specific Assessment should be kept on file so that Program Officers can check when on site

Instructions for Assessment Distribution:

- 1) It is very important to remember that both assessments should be used to measure member knowledge and to serve as a tool for program's to use in future development of trainings throughout the year. **Members should feel in no way that they are being tested.** They should understand that their performance on the assessment will have no bearing on their service year. The assessment should only be used to help programs determine if further training or clarification is needed in certain areas. For example, you may find that many members missed the questions related to jury duty on the national service assessment. In seeing this, you could address this either at the current training or at a future member meeting where information can be re-emphasized at a later date;
- 2) When distributing the assessments, please refer to them as such and not as a test. This will serve to calm anxiety that members may have with test taking
- 3) At any time during the training, feel free to go over the questions or specific topics in detail so that members will be prepared to complete the assessments (Remember that any way you can prepare the members to feel as comfortable as possible, can only benefit both your program and the members' readiness for the year ahead)
- 4) Once members complete the assessment on site, staff should collect and score at their earliest convenience