

FIRST SUMMER

The following are recommended tasks that should be completed by the trainee during their first summer. These tasks do not cover all the opportunities that may occur during the summer. However, this list serves as a guideline to help maintain continuity from year-to-year and to ensure certain basic tasks are accomplished. The first summer is a time to provide the building blocks for future employees.

The supervisor should initial the blanks as each task is completed.

A. SOILS

- _____ Identify soil-mapping procedures
- _____ Complete at least ten hours of training with soil scientist
- _____ Use and identify soil survey techniques

B. CONSERVATION PLANNING

- _____ Obtain understanding of basic steps of conservation planning
- _____ Identify proper land uses within work area
- _____ Describe/document benchmark conditions
- _____ Recognize typical resource concerns within work area
- _____ Interview producer to obtain information about their operation and objectives
- _____ Become familiar with Field Office Technical Guide
- _____ Identify typical conservation practices that are applied to address typical resource concerns in work area
- _____ Become familiar with Toolkit application
- _____ Become familiar with Farm Bill programs
- _____ Become familiar with vegetation types and plant species within the work area
- _____ Identify/describe basic ag operations in work area

- _____ Identify typical implement types/tillage systems in work area
- _____ Use ARCGIS to develop plan map and supporting resource maps
- _____ Understand how to use legal description to locate a specific piece of land

C. ENGINEERING

- _____ Complete at least 40 hours training with soil conservation technician
- _____ Develop an understanding of surveying techniques
 1. Measure a horizontal distance by chaining and pacing
 2. Explain the different types of surveying instruments
 3. Describe the purpose and what data is collected when surveying the following:
 - a. Profile
 - b. Cross section
 - c. Centerline
 - d. Topographic
- _____ Become familiar with the National Engineering Manual and the Engineering Field Handbook
- _____ Become familiar with engineering design forms for typical conservation practices.
- _____ Develop knowledge of proper documentation and proper note keeping methods

This checklist was completed by _____ on _____
Supervisor Date

for _____.
Student Trainee

PLEASE SEND COMPLETED WORKSHEET WITH TRAINEE'S RECORDS TO THE HUMAN RESOURCES STAFF IN THE STATE OFFICE.

SECOND SUMMER

During the trainee's second year, tasks should be completed with less supervision using the basic skills acquired during the first summer. Review the first summer checklist. Areas of concentration should be in the use of resource information, references, assessment tools for benchmark documentation/resource concerns, appropriate practices to address concerns.

As during the first summer, these tasks do not cover all the areas in which a training opportunity may occur. It serves as a guideline to ensure certain training is accomplished. The supervisor will initial the blanks as each task is completed.

A. CONSERVATION PLANNING

- _____ Assist with development of resource management plan. Use ARCGIS to develop plan map and supporting resource maps.
- _____ Participate in using typical assessment tools for describing/documenting benchmark resource conditions. For example, Kansas Wildlife Habitat Assessment Guide, Revised Universal Soil Loss Equation, Wind Erosion Equation, and range condition.
- _____ Participate in the layout, design, and certification of typical conservation practices applied within the county
- _____ Complete at least eight hours of training with each of the following resource specialists; Kansas Department Wildlife and Parks Biologist, Kansas Forest Service District Forester, NRCS Multicounty Range Conservationist, and NRCS Area Resource Conservationist.
- _____ Demonstration of use/familiarity with Field Office Technical Guide and other reference materials used in planning process.
- _____ Become familiar with conservation planning policy regarding conservation planning and practice approval authority as addressed in General Manual Title 180
- _____ With limited assistance, develop Toolkit conservation plan
- _____ Become familiar with laws and regulations pertaining to conservation planning (National Environmental Policy Act, Endangered Species Act, National Historic Preservation Act, CPA-52 Environmental Evaluation, etc.)

B. ENGINEERING

_____ Stakeout and checkout of a terrace system with supervision

_____ Measure drainage area on different sites

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Supervisor Date

for _____.
Student Trainee

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THIRD SUMMER

If you have a third summer trainee or a second that you would like to offer more of a challenge, those items listed under the second summer could be used, but at the independent completing level or completing with limited assistance. At this level, a trainee should be independently making more and more decisions. The supervisor should initial the blanks as tasks are completed.

_____ Demonstrate independent use of engineering skills for simple practices

_____ Use field software with limited supervision

This checklist was completed by _____ on _____
Supervisor Date

for _____.
Student Trainee

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