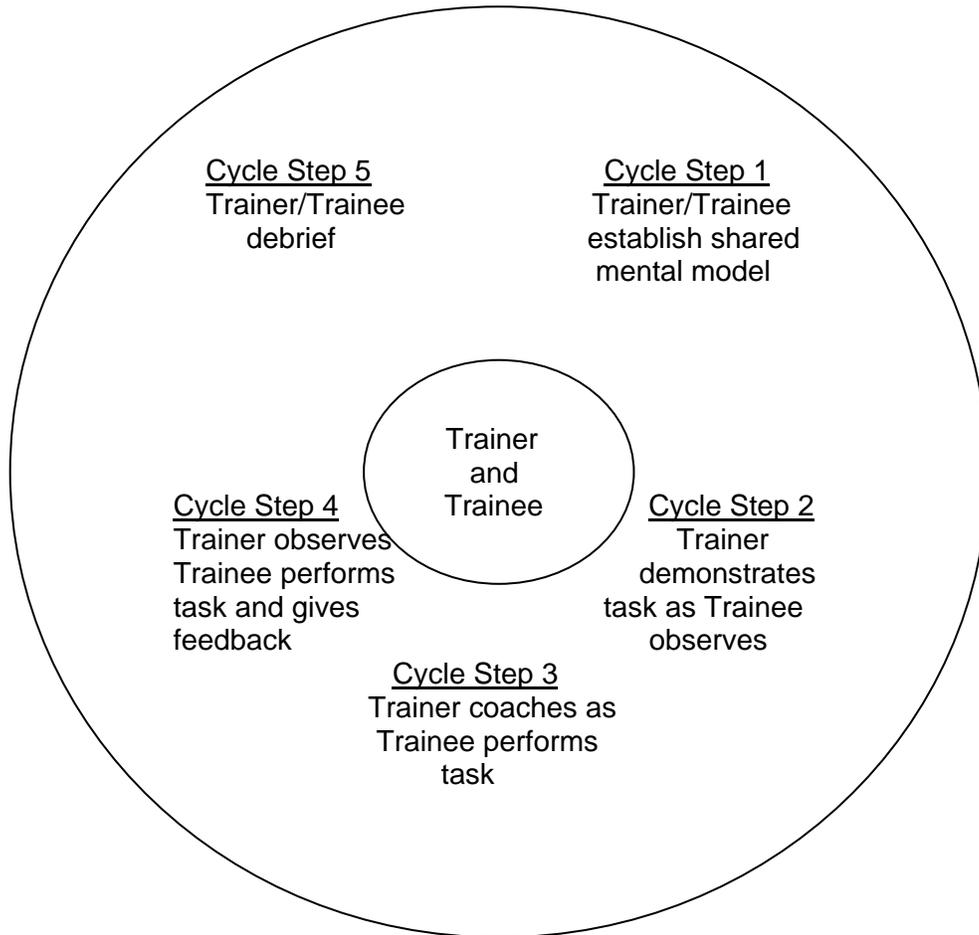


## OJT Training Module Cover Sheet

<b>Title:</b> 102 How to fill out a 232 soil description form.
<b>Type:</b> <input checked="" type="checkbox"/> Skill <input type="checkbox"/> Knowledge
<b>Performance Objective:</b> Trainee will be able to... <ul style="list-style-type: none"><li>• Record soil descriptions according to NCSS standards.</li></ul>
<b>Target Proficiency:</b> <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
<b>Trainer Preparation:</b> <ul style="list-style-type: none"><li>• Have current version of the Field Book available for use.</li><li>• Have current <i>Keys to Soil Taxonomy</i> available to reference.</li><li>• Print out hard copy of the official 232 form related to the <i>Field Book for Describing and Sampling Soils</i>. Print out hardcopy of any version used in your survey area.</li><li>• Print out your transect form and have it available.</li><li>• Dedicate time to work with the trainee one-on-one (and not part of a project so that you are focused on training only for cycle step 2 in this module).</li><li>• Select a road cut or existing pit or trench or dig a pit for the training exercise.</li><li>• Bore an auger hole adjacent to the road cut, pit, or trench.</li></ul>
<b>Special Requirements:</b> 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.
<b>Prerequisite Modules:</b> <ul style="list-style-type: none"><li>• 101 How to use the <i>Field Book for Describing and Sampling Soils</i>.</li></ul>
<b>Notes:</b> Consider doing this module in conjunction with the module 101 How to use the Field Book for Describing and Sampling Soils.
<b>Authors:</b> Marc Crouch
<b>Approved by:</b> Shawn McVey

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



## OJT Module Lesson

Title: 102 How to fill out a 232 soil description form.	
WHAT	WHY, WHEN, WHERE, HOW, SAFETY, QUALITY
Cycle step 1	Trainer and trainee review objective and agree on a plan to achieve the target proficiency. Plan should include covering each cycle step as outlined below, utilizing project activities for cycle steps 3 and 4. Access hardcopy or via the internet the <i>Field Book for Describing and Sampling Soils</i> .
Cycle step 2	<p>If trainee is experienced, based on your judgment, move on to cycle step 3. Otherwise, complete this step.</p> <p>This module is directed at completing the 232 form only and not the step-by-step process of describing soil properties. If desired, the modules available for describing various soil properties could be done in conjunction with this module.</p>
1. Describe the site, filling out the 232 form appropriately according to Field Book guidelines.	Trainee observes your work. Answer any trainee questions.
2. Describe the pedon, filling out the 232 according to Field Book guidelines.	Trainee observes your work. Answer any trainee questions.
3. Use this opportunity to compare various properties when describing from a pit versus an auger boring.	Make general observations of properties that may appear differently depending on the observation method. Do this visually between the observation methods. You are doing this now as you may not have opportunity later during a scheduled project.
4. Describe the auger boring as a transect point.	Use the auger boring to describe pedon properties as you require for transects, while the trainee observes. You could also accomplish this cycle step 2 during a project transect later on. Note the differences in pedon properties described but how the Field Book guidelines apply to both full pedon descriptions and transect point descriptions.
Cycle step 3	<p>As you or someone else describes a pedon, have the trainee fill out the 232 soil description form. Observe this process and critique effort as the description is completed. Do this one or more times until trainee is comfortable with filling out the form.</p> <p>Do also as transects are completed per your format and guidelines (with the understanding that transects often have abbreviated descriptions), giving trainee responsibility for completing the soil</p>

	description at each point per regional and/or survey office guidelines.
Cycle step 4	Allow the trainee to independently complete the form for soil descriptions during several project activities.
Cycle step 5	Review descriptions for accuracy, completeness, and adherence to the Field Book guidelines. Repeat cycle steps 3 or 4 as needed to achieve target proficiency.

### **OJT Module Lesson Measurement of Learning**

<b>Title: 102 How to fill out a 232 soil description form.</b>	
<b>WHAT</b>	<b>WHY, WHEN, WHERE, HOW, SAFETY, QUALITY</b>
Completely fill out several 232 soil description forms for project activities.	Use cycle step 4 as the measurement of learning. Complete performance report form when you are satisfied trainee has met target proficiency.

### **SF-182**

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