## OJT Training Module Cover Sheet

**Title:** 305 How to collect field notes.

**Type:**  ☒ Skill  ☐ Knowledge

**Performance Objective:** Trainee will be able to …
- Collect field notes according to National Cooperative Soil Survey and regional office guidelines.

**Target Proficiency:**
- ☐ Awareness  ☐ Understanding  ☐ Perform w/ Supervision  ☒ Apply Independently  ☐ Proficiency, can teach others

**Trainer Preparation:**
- 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:**
- 302 How to document your decisions with soil descriptions, field notes, sketches, GPS coordinates, and photography.

**Notes:**
None

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**Approved by:**
Shawn McVey
The Five-Step OJT Cycle for **Procedural** Training
(Skill)

**Cycle Step 1**
Trainer/Trainee establish shared mental model

**Cycle Step 2**
Trainer observes task as Trainee observes

**Cycle Step 3**
Trainer coaches as Trainee performs task

**Cycle Step 4**
Trainer observes Trainee performs task and gives feedback

**Cycle Step 5**
Trainer/Trainee debrief
# OJT Module Lesson

**Title:** 305 How to collect field notes.

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHY, WHEN, WHERE, HOW, SAFETY, QUALITY</th>
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</thead>
</table>
| Cycle step 1 | Trainee should access via the internet and read SSM Chapter 5, Field Notes, pages 261-264.  
Trainee should access via the internet and review NSSH 627.8 d. 1. |
| Cycle step 2 | Do the following: |
| 1. Review guidance used in your survey area for collecting field notes. | 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:  
- Minimum information to capture.  
  - 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.  
  - From traverses  
  - From observations  
  - From remote sensing  
- What kind of information do you want the trainee to capture to enhance map unit information?  
  - 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. | Either:  
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.  
Store properly according to your office guidelines. |
<table>
<thead>
<tr>
<th>Cycle step 3</th>
<th>Create another opportunity for field notes in your survey area. Coaching the trainee, have the trainee collect the field note(s).</th>
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<tbody>
<tr>
<td>Cycle step 4</td>
<td>Repeat cycle step 3 without coaching.</td>
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<td></td>
<td>During project activities, assign the trainee the task of collecting field notes.</td>
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<tr>
<td>Cycle step 5</td>
<td>Answer any questions. Repeat any steps as necessary.</td>
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**OJT Module Lesson Measurement of Learning**

**Title:** 305 How to collect field notes.

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<td>Collect field notes routinely during project activities.</td>
<td>During project activities, assign this task to the trainee. Sign off on performance when target proficiency is achieved.</td>
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</table>

**SF-182**

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