

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo

HCO POLICY LETTER OF 6 DECEMBER 1970
ISSUE II

TEACHING A TAPE COURSE

(This Policy Letter is the sequel to HCO P/L
16 Nov. 1970, "Course Translation to Tape".)

The instruction of students by tape can be done in two ways:

- A. By lecture from a general tape player.
- B. By individual tape playbacks and earphones.

The use of A is best for large classes. If only one player and speaker system is used it is imperative that the speaker quality be of the highest and the tape copy have very good sound quality. Otherwise students go to sleep over misunderstood words.

In B, the individual tape player is best for (a) a small number of students or (b) where there is a trickle of students starting at different times or (c) where students studying subjects different from each other are using the same classroom. The B method takes more tape players and must be earphone equipt.

Actually both methods should be available as one begins with a large course at times, has students drop out and come back, has "retread" courses and has irregular enrollments.

By having both A and B available one need not have to have too large a supply of tapes for one course or for too many tape players. It is economical to have A and B methods set up for use.

RULES & DESCRIPTION

The course rules and description are translated into the language being used for teaching and mimeographed or printed into small booklets.

The description must include how to handle tape players and caution against machine or tape damage and inadvertent erasure of a tape. (To guard against actual erasure it is wisest to tape over the record button or preferably, to have the recording unit disengaged. Also, it is sometimes possible to buy, at cheaper prices, playback units only (tape machines in which the recording unit hasn't yet been installed).

ENROLLMENT

Enrollment is done no matter how informal the course is. A waiver of accident or damage holding the school not responsible, must be signed by the student and, if a minor, by his parents or guardian on any tape course.

An enrollment invoice must be in the hands of the supervisor even if no charge, giving the date of enrollment, home address and local address.

A roll book has every student's name, address and the course enrolled in and date. This must not be omitted as it is the only permanent record and is often resorted to to prove contentions.

FILES

A student file system must exist. A folder with the student's name on it and which will receive his completed checksheets, exam results, etc., must be made up at once.

CHECKSHEET

A checksheet for the course must exist, breaking the course down into small easily attained segments of Theory and Practical.

It must be in the student's language.

It has blanks opposite each segment so that a student checkout can be initialled with date by the person checking him out.

NOTEBOOKS

A student is expected to keep a notebook from his tape listening. This should be neat and complete.

A sample notebook should be provided.

A student should leave frequent spaces so he can enter new notes on a second and third play of the materials.

CHECKOUT

Where only tapes exist students check each other out from the student's own notebook.

"Give me an example", is the keynote of such a checkout.
(a) What is the _____ (b) Give me an example.

PRACTICAL

Each area of the course has demonstration and practical drills.

These drills must be written up and must match the basic personal skills required by the materials.

CLAY TABLE

Clay table training is a vital part of the Course curriculum.

The materials must be available.

Any clay, not just modelling clay, can be used.

Flat surfaces must be provided.

The description of clay table training must be part of early checksheets in the school.

DEFINITIONS

A student is drilled and clay tabled on the glossary after he has been through the course once.

REPETITIVE STUDY

The student is required to go through both theory and practical (includes drills) TWICE - the first time through is done zero-rated, the second time through star-rated (definitions of "zero-rate", "star-rate checkout" are to be found in HCO B 21.9.70, "Study Definitions").

He must realize this by having the checksheet arranged double-spaced for date and initial in each of the two columns. (In addition, there is a third column in case he ever has to retread the course.)

For example:	1st	2nd	Any Retread
"Chapter III - The Goal of Man	_____	_____	_____ "

EXAM

When the student is three times through he must do an exam and write a paper. Passing 100% grade.

PROGRESS BOARD

A student's progress is posted on a progress board.

SLOW STUDENTS

Any student falling asleep or being very slow is handled with a Stress Analysis which is the subject of another Technical Paper. (HCO Bulletin of 13 June 1970, "Hubbard Consultant Study Stress Analysis".)

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FOUNDER

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