

## Section VI

### Brown Bag University

#### OVERVIEW:

One very effective program in the Voluntary Education arena is the Brown Bag University. The program combines the ease of the distant education venue along with the classroom setting of a traditional college course. The program is easy to set up and requires little additional work. The local unit sponsors a course allowing the members to take the course during their lunch break. The members usually bring their lunch while they review and discuss the course material.

How do you set up a brown bag university? The following steps are tips to ensure the unit's success in establishing a sound educational program.



#### STEP 1:

Select a course, which interest several people at the unit (For a listing of all courses available, review the courses listed in this publication). When deciding on a course, remember that some courses are in greater demand than others such as the General CLEP courses and that some courses are considerably harder than others such as the Ethics in America course. Plan wisely.

#### STEP 2:

Order the course by completing DANTEs Form 1560/36R (The form is in the front of this publication and on the Institute web site at [www.uscg.mil/hq/cgi](http://www.uscg.mil/hq/cgi) or on the ARNG Institute website at [www.arngi.org](http://www.arngi.org)). If you write "Brown Bag University" at the top of the form, you will be allowed to retain the videos longer than the allotted time frame.

#### STEP 3:

Order textbooks and study guides. Students may be asked to assume the costs or the command may elect to purchase the books.

#### STEP 4:

Obtain a copy of the practice test or study guide for the end-of-course. The DANTEs Test Control Officer or Education Services officer should have a set of the practice tests.

#### STEP 5:

Select a facilitator (or someone who has background in the subject being taught) to lead the class. The facilitator can make a big difference in the way the course is viewed.

#### STEP 6:

Schedule a time and location (with TV and VCR). Classroom-style seating or a conference room is fine. An hour to an hour and a half is recommended. Classes at the Coast Guard Institute meet every Wednesday from 1100-1230, but the time may be arranged to meet the schedule of the individual unit.

**STEP 7:**

The facilitator should review the first few lessons of the course and the practice test. Facilitators should pay close attention to the practice test and ensure that material covered on the test is addressed in class. The facilitator may wish to purchase the instructor's guide, if it is available.

**STEP 8:**

For the format of the class, we recommend showing the video portion for the first hour and use the remainder of the time with the facilitator leading the class discussion.

**STEP 9:**

Make arrangements for students to take the end-of-course examination. About a month before the end of the class, determine who will administer the examination and make arrangements for the DANTES Test Control Officer to order exams from the contractor. If you need help in locating the nearest DANTES Test Control Officer, review the DANTES link on the Institute's web site at [www.uscg.mil/hq/cgi](http://www.uscg.mil/hq/cgi) or the DANTES web site at [www.voled.doded.mil](http://www.voled.doded.mil).