

# PAIC - Public Access Investigation Certificate Program

Spring 2023

## Instructor Information

Instructors	Email & Telephone	Office Location
Drewry Hanes, MS, MPH	<a href="mailto:drewry@plwa.org">drewry@plwa.org</a> 406-690-0960	Bozeman, MT
Haley Sir, BS	<a href="mailto:haley@plwa.org">haley@plwa.org</a> 406-285-8684	Butte, MT

## General Information

### Description

This course provides an introduction to the principles of public access investigation in the state of Montana. Commonly encountered public access issues related to public land and water will be addressed in four modules. The modules will consist of access law, handling of access complaints, utilization of records databases and map comprehension, and effective partnership and media campaign building to achieve results.

### Course Objectives

At the conclusion of this course, the student will be able to:

1. Discuss and apply the most common legal codes applicable to public access land & water issues.
2. Articulate the proper steps in an access investigation, including engaging with applicable agencies, interview objectives, data collection and storage, and communication.
3. Recognize and utilize modern and archaic avenues of records search, properly request and decipher information from relevant sources, and obtain and read maps and plats commonly used in access work.
4. Identify multiple avenues for community & partnership building, possess a foundational knowledge about using media and the press to amplify public access messaging, feel comfortable advocating for public access at local and state levels.

*\* Students will demonstrate behaviors that are congruent with the mission and organizational expectations of PLWA, and agree to interact with faculty, students and partners in a respectful manner. Students acknowledge that successful course completion does not constitute professional association with nor representation of PLWA.*

## Course Materials & Requirements

### Required Materials

A Zoom membership (free) is required to participate in class lectures.

Course materials are made available by accessing the course Google Drive (G Drive). Please be sure the email provided is the one you will use for the course. This email is the one linked for communications about the course and for G Drive access.

If you must be absent from class please notify us as soon as you know of the situation. We will record lectures and do our best to help you catch up with what you have missed.

### Optional Materials

Each week will have assignments outside of class to prepare for the lecture. Please make sure that you complete these before each class so you can prepare any questions and understand the material being presented.

Be sure to read the assignment guide first – this will tell you which readings are required and which are optional.

### Course Schedule

<b>Week</b>	<b>Topic</b>	<b>Instructors</b>	<b>Week of</b>
<b>Week 1</b>	Regarding the MCA - Breaking Down Montana's Laws Regarding Public Access	Drewry Hanes	March 20th
<b>Week 2</b>	Anatomy of an Access Complaint - Learning the Steps in Public Access Investigations	Haley Sir	March 27th
<b>Week 3</b>	Record Search - Understanding Map & Program Reading & Record Search Protocols	Haley Sir	April 3rd
<b>Week 4</b>	Public Access Advocacy - Access Media & Learning How to Advocate Like A Professional	Drewry Hanes	April 10th

\*Exact dates and times of the course are TBD based on the majority of participant availability

### Exam Schedule

<b>Date</b>	<b>Subject</b>
<b>April 14<sup>th</sup> - 23<sup>rd</sup></b>	Final Exam [Open Book]
<b>April 29<sup>th</sup></b>	Final Course Survey Due
<b>April 19<sup>th</sup></b>	Final Post-Test Due

### Grading

#### Grading Scale

Grading will be based on completing the modules and the final exam [Pass/Fail].

Students must attend 75% of the lectures and view 100% of the lectures to be qualified to sit for the final open book exam. The final open book exam will be taken individually during the April 14<sup>th</sup> -23<sup>rd</sup> post-class week and submitted online. Students must take the exam *individually* – no group work is allowed. Exams will be graded on an overall pass/fail basis.

#### Apportioned Content of Classes

##### Lecture

Lectures will cover application of assignments, delving deeper into how concepts can be applied to real world access issues.

### Guest Speakers

Guest speakers are TBD and will use real world examples to illustrate how concepts studied were successfully or unsuccessfully applied to access issues, and engage with students to problem solve current and future issues.

### Q&A

During each class there will be time set aside for Q&A about reading assignments, lecture, and guest speakers.

### Group Work

Most classes will involve a test case for students to work together to solve, applying what was learned during the class and building throughout the modules towards the ability to resolve an entire access complaint.

## **Additional Information and Resources**

### **Expectations**

The time when this course meets is valuable to all of us. Please make an effort to log into the class a few minutes early to enable us to start on time and manage any connection issues. Practice your Zoom connection (if you are unfamiliar) with family or friends before the course starts so that you are proficient.

We will strive to open the classroom 10-15 min before each class starts to encourage time for participants to have open dialog that may or may not be related to course content.

Please mute yourself unless you are speaking. Use the chat feature to note questions so that they can be reviewed during Q&A.

Please complete assignments before class. These help to make lecture time more dynamic so that we can go into the meat of the concepts rather than reading through text aloud. Feel free to reach out to your course conveners (Drew or Haley) with any questions during the week and we can be sure to clarify them during lecture.

### **Resource Additions**

If you have any helpful access resources you would like us to add, please feel free to contribute them and we can share them with the class.

### **Course Changes**

While course objectives remain unchanged throughout the semester, we may make modifications to assignments or the course plan as necessary to facilitate student learning. Classes will be recorded and made available to students and staff to enhance learning.