From Doing the Job to Documenting the Job: a Path to Clearer Communication

Culvert Installation, Maintenance, and Inspection

Photo: David Gonzalez, MnDOT
From Doing the Job to Documenting the Job: a Path to Clearer Communication

October 27, 2015, University of Minnesota-Rochester, 111 South Broadway, Rochester, MN 55904
November 3, 2015, MnDOT Training and Conference Center, 1900 W. County Road I, Arden Hills, MN 55126
November 10, 2015, Central Lakes College, 501 West College Drive, Brainerd, MN 56401

Registration begins at 8:00 a.m. Workshop is scheduled from 8:30 a.m. to 3:30 p.m.

Workshop Description
This one-day course provides an introduction to the importance of writing and professional skills needed for public works professionals. Course emphasis is on planning, preparing, and delivering effective and clear workplace documents to communicate with the general public and elected officials. Specific types of documents may include field construction reports, incident reports, maintenance reports, business letters, email and interoffice memoranda. Students will also be introduced to basic office applications that may be used in the preparation of documents utilized by public works professionals.

Objectives
To learn and apply the principles of effective writing at a job entry level of proficiency. After successfully completing this course, the student will be able to:

• Demonstrate the importance of proper technique, vocabulary, and structure for technical documents used by public works professionals when communicating to the general public and elected officials.

• Prepare field construction reports, maintenance reports, and effective interoffice memoranda including email and memos.

• Analyze sample public works documents and edit drafts of student work, and participate in class discussions to collaboratively explore the challenges of delivering technical information clearly to the public and elected officials.

• Use technology competently when preparing technical documents.

Who Should Attend
Individuals who need to correspond with public citizens and city and county boards/councils. You should attend if you write maintenance reports and documentation or if you are interested in becoming a supervisor, are a newly promoted supervisor, or are a supervisor who wishes to improve communication skills.

Recommended Prerequisite
Computers will be used in this class. Please spend some time before the workshop familiarizing yourself with basic computer skills, Microsoft Office, and e-mail. (Computers will be provided for students.)
Workshop Instructor

Ann Johnson, PE, is a University of Minnesota faculty director of the Construction Management degree program, and a workshop and course instructor for MN LTAP and the Center for Transportation Studies (CTS), also at the University of Minnesota. She is a Professional Engineer (PE) registered in both Minnesota and Wisconsin. She has served as a teaching specialist in the Civil Engineering Department for many years, teaching CADD, highway design, AutoCAD, and surveying.

Eric Johnson is an experienced bridge, grading, and concrete inspector. Eric has a degree in Comprehensive English Education, and before he came to work in the construction industry, he was a high school English teacher for several years. He uses the skills he developed in that role for both the preparation of technical reports and curricula for MnDOT training courses, and also serves as a contributing writer and editor for technical manuals and publications. Eric is currently teaching the PUBW 1010 course titled “Office and Professional Skills for Public Works” at North Hennepin Technical College, which is part of the Public Works Certificate curriculum.

Registration and Fees

The registration fee includes lunch, coffee breaks, and program materials. A refund of the registration fee, minus a $30 cancellation fee, will be made if cancellation is received five working days prior to the workshop. Disability accommodations are available upon request.

Professional Development Hours (6.0 PDHs)

Roads Scholar Program (1.0 Required)

MnDOT’s Minnesota Snowplow and Safety Simulator Training for Local Agencies

Please visit the website for more information and to register: mnltap.umn.edu/training/topic/maintenance/snowplow

Class size limited to 4 students.

Program and Registration Information Contact

Julie Schmitz, University of Minnesota, 612-624-4754, fax: 612-624-6225, e-mail: cceconf2@umn.edu

The University of Minnesota is an equal opportunity educator and employer. Disability accommodations are available upon request. Printed on recycled paper with 20% postconsumer waste.
Culvert Installation, Maintenance, and Inspection

November 5, 2015, Mankato City Center Hotel, 101 East Main Street, Mankato, MN 56001
November 12, 2015, Arrowwood at Brainerd Lakes, 6967 Lake Forest Road, Baxter, MN 56425
December 1, 2015, Hennepin County Public Works Facility, 1600 Prairie Drive, Medina, MN 55340

Registration begins at 8:00 a.m. Workshop is scheduled from 8:30 a.m. to 3:30 p.m.

Workshop Description
In this course, students will learn about the purpose of well-designed, well-built, and well-maintained culverts. The course also highlights the important role culverts play in the drainage system and why proper design, installation, and maintenance are essential for well-performing culverts. The course will provide students with a basic understanding of the principles of culvert theory, design, location, planning, scheduling, permitting, and typical installations. It also outlines culvert inventory, inspection, repair, and rehabilitation methods.

Topics Covered
- Theory and Design
- Installation Prep
- Open Cut Installation
- Trenchless Installation
- Rehabilitation
- Inspection and Maintenance

Workshop Instructor
Ann Johnson, PE, is a University of Minnesota faculty director of the Construction Management degree program, and a workshop and course instructor for MN LTAP and the Center for Transportation Studies (CTS), also at the University of Minnesota. She is a Professional Engineer (PE) registered in both Minnesota and Wisconsin. She has served as a teaching specialist in the Civil Engineering Department for many years, teaching CADD, highway design, AutoCAD, and surveying.

Who Should Attend
This course was developed for engineers, supervisors, and technicians who regularly work with culverts. It is geared toward individuals who install and maintain culverts as well as those who perform simple designs.

Registration and Fees
The registration fee includes lunch, coffee breaks, and program materials. A refund of the registration fee, minus a $30 cancellation fee, will be made if cancellation is received five working days prior to the workshop. Disability accommodations are available upon request.

Professional Development Hours (6.0 PDHs)
Roads Scholar Program (1.0 Required)
Registration Form

Name (Last)* (First)*

Employer / Organization* Title

Address*

City* State* ZIP Code*

E-mail*

Telephone Fax

*Information in the section above is private data. Items marked by an asterisk (*) are required for identification and to establish your student record. Information is shared with the registrar's office, your instructor, and other University offices for the purposes of record keeping, affirmative action, and reporting.

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(Please select location)  FEE:
  ____October 27, Rochester - (CF0014)  ☐ $60 Township and Tribal representatives
  ____November 3, Arden Hills - (CF0015)  ☐ $70 City, County, State, and Federal representatives
  ____November 10, Brainerd - (CF0016)  ☐ $150 All others

Register online: www.mnltap.umn.edu/beyondtheroad

2 Culvert Installation, Maintenance, and Inspection
(Please select location)  FEE:
  ____November 5, Mankato - (CF0011)  ☐ $60 Township and Tribal representatives
  ____November 12, Baxter - (CF0012)  ☐ $70 City, County, State, and Federal representatives
  ____December 1, Medina - (CF0013)  ☐ $150 All others

Register online: www.mnltap.umn.edu/Culvertinstallation

If your check is returned because of insufficient funds or closed account, or because you have made a stop payment request, you will be charged a check handling fee of $20.

Method of Payment (please check one)

☐ Enclosed is a check or money order payable to University of Minnesota.
☐ Enclosed is a purchase order or letter of authorization to bill my employer.
☐ Charge to: ☐ Visa ☐ MasterCard ☐ Discover ☐ AMEX

Account Number Expiration date

Name as printed on card Signature

Register by fax: 612-624-5359

Register by mail:
CCE Registration Center
University of Minnesota
201 Coffey Hall
1420 Eckles Avenue.
St. Paul, MN 55108-6069