



## CAP's ACE TEACHER IMPLEMENTATION GUIDELINES



- 1. Review the information and lessons in the ACE binder.**

Students must have an opportunity to be taught at least 12 ACE lessons for their grade level, as each grade has its own unique set of ACE lessons. Lessons may be taught in any order, and more than 12 lessons may be taught, if desired. A lesson considered for omission may just be the lesson that would make a big impact and/or inspire students to select a career in aerospace! If the entire school is participating, the administrator will provide further guidance, as per the “*School-Wide ACE Implementation Guidelines*.”
- 2. Provide students with an overview and purpose for participation in the program.**

Assist the students in defining the term “aerospace.” Simply, the term refers to air and space; space being referred to as an area beyond Earth’s atmosphere. Explain that ACE stands for *Aerospace Connections in Education* and that this program will connect all subjects to “aerospace” in some manner. Students will see how aerospace can be used to learn math, science, reading, social studies, and even good character and physical fitness! Describe some of the lessons in which the students will participate, which may include a fun, quick aerospace demonstration or lesson. Students may find it interesting to consider an aerospace career such as: being in charge of designing attire for astronauts or pilots; designing space experiments; becoming a mechanic who works to repair space vehicles or aircraft; being a weather forecaster on Earth (or some other planet); designing games that can be played in space; being a doctor and monitoring the health of pilots or astronauts; or being a teacher and teaching from space! The possibilities are endless! While completing the ACE Program, students will have fun and learn at the same time! They may forget the real meaning of ACE and instead think of the term as meaning “aerospace is cool in education!” Remind students that the word “ace” also means top-notch, first-rate, and the best of the best. They can all become “ace” students! (Consider having an “ACE Lift-off Celebration” for your class if your entire school is not participating. See #2 on the “School-Wide Implementation Guidelines” for ideas.)
- 3. Distribute ACE T-shirts, if applicable.** (T-shirts are provided based on available funding.)

Encourage students to wear their ACE T-shirts on scheduled ACE lesson days, or keep the shirts in the classroom for ACE Day wear until the end of the program, when the shirts can be taken home.
- 4. Administer the ACE pre-test to the students. (optional)** Administering the pre- and post- test is optional, but strongly encouraged by CAP, and your school administrator may require it to measure student learning. Each grade level has its own unique test. Each test question reflects the lesson from which the question is derived. The pre-test, given prior to beginning the ACE lessons, is the same as the post-test, given after the last scheduled ACE lesson is taught. If the tests are administered, calculate the average pre-test grade and post-test grade for your class and enter these two averages when completing the online ACE completion form. Data from these tests will give academic credibility to the program and help provide support for continuation of the program.

Best method of administering the ACE pre- and post-test:

- 1) Distribute the pre-test to students. The test may be read orally to students if needed.
- 2) Store the completed pre-tests in a secure location for grading at the end of the program.
- 3) After the last scheduled ACE lesson is taught, administer the post-test. Grade ONLY the questions on the pre- and post-test that relate directly to the ACE lessons that were actually taught to the students during the school year. Omit test questions that were not used. Count the total number of questions used on the test, set the EZ grader to the number, and grade the pre- and post-tests accordingly. The highest score possible on each test is 100.



5. **Begin teaching ACE lessons.** Lessons may be taught in any order and may be adjusted as deemed appropriate for the ability of students and the availability of resources, including time. An important aspect of this program is the option of inviting guests into the classroom to present lessons to the students. Some suggested volunteer instructors include: the school principal, counselor, other school staff members, parent volunteers, and community members. To find a CAP volunteer near you, enter your zip code [HERE](#). To find an Air Force Association (AFA) volunteer, enter your zip code [HERE](#). Teacher presence with a guest presenter is needed to assist with the class and to connect the guest's presentation to future classroom lessons.
6. **Consider a method of acknowledging good student work in the ACE Program.**
  - Make a laminated index card for each student (or use the ACE badge template located on the ACE teacher page at <http://www.capmembers.com/ae>) and place a colored star on each student's ACE card or badge to reflect satisfactory completion of each ACE lesson.
  - Have one or two "ACE Student(s) of the Week" recognized in the classroom, emphasizing that ace means top-notch and first-rate! Laminate 1-2 airplane shapes labeled "ACE Student of the Week" and attach the picture(s) of the student(s) in the "pilot's seat" of each plane. Give the student(s) a "pilot's scarf" to wear, if so desired. The ACE Student(s) of the Week can be the line leader(s) and special helper(s) for the week.
7. **Submit ACE award nominations for national recognition by April 25.** Submit any teacher, student, or school ACE Award nominations NO LATER THAN APRIL 25 of the current school year. Please read the criteria listed for the award nomination carefully to ensure each nominee meets requirements to be considered for the award. Nomination forms are located in the curriculum binder, as well as online at [www.capmembers.com/aceteachers](http://www.capmembers.com/aceteachers). Award winners will receive a plaque, a monetary award, and national recognition in CAP's AE newsletter.
8. **Administer the ACE post-test to students if the pre-tests were administered at the beginning of the program.** See the detailed information about the pre- and post-tests provided in #4 of the implementation guidelines on the previous page. Determine the class pre-test average and post-test average, and record it on the ACE Completion Form online.
9. **Complete the online ACE Completion Form located at <https://www.capnhq.gov> AT LEAST 3 WEEKS PRIOR to your last day of school.** The absolute last day to submit a completion form is June 15.

Have the following information readily available to help expedite the completion process:

- 1) CAP ID# and your eServices password
- 2) ACE pre-test and post-test class score averages (if administered)
- 3) Lesson category and lesson number for six ACE lessons that you wish to evaluate  
You will rate six ACE lessons from 1 (very poor) to 5 (excellent). Brief comments are helpful.

**Failure to submit an online ACE completion form that denotes successful completion will result in ineligibility to participate in the future.**