Guidelines for New Fundamental Advisors

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This document is an accumulation of several documents.

CW Academy Advisor Guidelines Version 1.4, December 18, 2019, written by Joe Fisher (AA8TA).

CW Academy Advisor's Manual written by Joe Fisher (AA9TA) with contributors Rob Brownstein (K6RB), Roland Smith (K7OJL) and Ted Bauer (WA3AER).

Introduction to Being a CW Academy Advisor PowerPoint presentation written by Joe Fisher (AA8TA).

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Document revision history and copyright notice
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Revision History:

Date	Revision	Author	Description
2019-12-18	1.4.0	Joe Fisher (AA8TA)	CW Academy Advisor Guidelines
2021-07-01	1.0.0	Joe Fisher (AA8TA)	CW Academy Advisor's Manual
No date	No ver.	Joe Fisher (AA8TA)	Introduction to Being a CW Academy Advisor PowerPoint Presentation
2023-08-27	2.0.1	Ken Rainey (AC5EZ)	Initial document creation

Preface

We sincerely thank you for becoming an advisor for the CW Academy (CWA). Every year, the CWA helps over 1,000 students learn Morse code or to improve their CW abilities. Many students express their appreciation that so many advisors give of their time to assist them. This is a great service that you will be providing.

The CWA managers are available to answer your questions. Please contact them if you need help. There is also a dedicated CWA Advisors group on groups.io that you can sign up for. This group has decades worth of material and experience that you can take advantage of. It is a convenient place to ask questions or have discussions about CWA classes. See the Resources section for information on how to join the CWA advisors' group.

Introduction

Thank you for signing up to be an advisor for CW Academy (CWA). CWA is the instructional arm of The CW Operators' Club (aka CWops), a club of amateur radio operators who enjoy using Morse code for a variety of on-air operations. CWA helps all levels of CW enthusiasts, from those who are just starting out to those who want to increase their skills, operating speeds, and CW activities. An advisor helps his or her students learn and improve their skills. Students truly appreciate your efforts, understanding that you are a volunteer trying to help them learn and improve their CW skills. You are providing a great service to the amateur radio community by participating as an advisor in CWA. And for that we want to thank you.

There is another new advisor document entitled **CW Academy Advisor Guidelines Ver-2.0.X** that covers the basic role of an advisor. This document is written specificity for the new CWA CW Fundamentals level advisor.

The CWA fundamentals class is the second level in progression. Most but not all students will be advancing form the CW Academy Beginners CW class where they learned the English alphabet, numbers, punctuation symbols slash (/) and question mark (?), and three pro-signs the <SK>, <BK> and <BT>.

The CWA Fundamentals class is probability the most important class in the CWops CW course structure. As an advisor you are assisting the student to progress from 25 WPM character speed with a Farnsworth speed of 4 WPM to a Farnsworth speed of 10 WPM or greater at class completion. The student, apron completion of the fundamentals class, is ready to "Get-On-The-AIR" and communicate using their newfound Morse code skills. As a fundamentals advisor your roll is to assist and encourage the student in their Morse code journey.

CW Academy Fundamental Level Curriculum

Here is the course outline that is presented to the students in the Fundamentals Curriculum document.

Course Overview

The Fundamental Level class accepts students who have learned Morse code characters and can copy and receive Morse code at around 6 words per minute.

The class initially concentrates on Instant Character Recognition (ICR) and on sending well-formed Morse code characters. The goal of ICR is to reduce the amount of time between hearing the character and knowing what the character is to almost instantaneously. About half the time will be spent working on sending 'readable' Morse code.

The course is eight weeks long with about an hour of homework each day during the week. Students who diligently do the homework every day and participate in the twice-weekly class activities will be successful in reaching the class objectives.

Class Objectives

By the end of the course, students should be able to copy Morse code at about 10-13 words per minute and send 'readable' Morse code at about the same rate. The student should have excellent Instant Character Recognition as well as be able to hear common two and three letter groups as words. The student should be ready to take the Intermediate Level CW Class, if desired. The student will also have experience using Morse code on the air and be capable of having a QSO at 10-13 words per minute.

Curriculum Organization

The daily homework assignments follow. Please note that the Advisor has the discretion to modify the homework assignments as needed to suit the class or individual student needs. The homework is organized by days. Three days' worth of homework is due for each online session. In class the advisor will likely discuss the homework, your progress, and provide advice and encouragement.

CW Fundamentals Class Options

As an advisor you have the option to conduct the sessions anyway you choose provided the student is able to meet the course objectives.

You are the expert and it's your job to advise and assist the students in reaching the stated goals.

If you choose to use the tools outlined in the published curriculum, learn the tools so you can assist the students when they have questions. The sessions' structure that follows is designed for a new advisor

that plan to use the published tools and in the CW Fundamentals class. As mentioned above if decide to develop your own class structure this session information may or may not work for you.

Start each session with a Q&A

Session-01