



CW Academy Intermediate Level Advisor Supplemental Guideline
Supplemental Information for first time Intermediate Level Advisors

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This document is intended to provide supplemental information to Advisors that is not included in the CW Advisor's manual. Information more specific to the Intermediate Level.

The Intermediate class begins the focus on head copy of words and short phrases. Students learn that abbreviations and words have distinct sounds.

The Intermediate Class should focus on learning common CW words, most used two and three letter words and learning the "most" common prefixes and suffixes as sounds. Thereby adding them to the student's "CW vocabulary".

This can be done by example mp3 files and in-class practice of sending and receiving words of the specified types.

Intermediate Class. The Intermediate class focuses on head copy of words and short phrases. The students learn that abbreviations and words have distinct sound patterns. The Intermediate Class objectives are to:

- Increase copy and sending skills.
- Increase head copy skills,
- Recognize words as sounds,
- Increase on-air experience with various types of QSOs, and
- Learn Morse Code with a goal of 20 wpm or higher.

A question frequently comes up about CW speed: what rate, in words-per-minute, should a student be at the beginning of a class and at the end? This is a tricky question to answer. For example, some excellent contesters can handle contest exchanges at over 35 WPM but struggle with a casual CW QSO at 20 WPM. The CW Academy uses 25 WPM character speed throughout all levels .

. There is no magic speed "finish line": when the student gets to some point, then they have reached the end of their journey. Students should be encouraged to always push themselves a little bit further than wherever they are.

Persons leading a class are called advisors and not teachers. With classes that meet for about an hour twice a week and with four to seven (usually) students per class, it is not

possible to teach students everything they need to know in eight weeks. The students must take on the role of learning and the advisor is there to check progress, encourage the students to keep trying, notice patterns that might indicate bad habits, help the students with issues in their journey and try to keep them engaged and willing to keep trying.

Advisors should be passionate about CW operating and willing to help others enjoy that same passion. Advisors are not expected to have formal teaching experience. They primarily act as mentors and help the students to succeed. All four class levels have written syllabi that the students will use. Some advisors supplement that with their own material. The advisor should go over the assignments that the student will be doing over the next few days then review the assignments and assess how the students are doing. Online meeting platforms with video are a great way to read body language.

It is important to remember that almost all of the CW Academy's students are adults and they should be treated as such. Students should never be belittled or made to feel like they are foolish. Students should be encouraged to think positive.

Having several students in a class also helps them to form a bond, even if they are not aware of it, and they can encourage each other and offer suggestions to each other on how they have succeeded at something. Advisors should encourage this practice.