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## **2016 RESERVE ACADEMY RESOURCE GUIDE**

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A guide for Reserve Officer Academy Coordinators. The Reserve Academy Resource Guide and the provided materials are designed for Reserve Academy Coordinators to have all of the resources needed to successfully facilitate the Basic Reserve Officer Academy.

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# WELCOME TO THE RESERVE ACADEMY RESOURCE GUIDE

The Reserve Academy Resource Guide and the provided materials are designed for Reserve Academy Coordinators to have all of the resources needed to successfully facilitate the Basic Reserve Officer Academy. To ensure academic success for the Reserve Academy students, Reserve Academy Coordinators should follow the guidelines outlined in the *Reserve Academy Resource Guide*, review the provided curricula and choose dedicated instructors with comprehensive knowledge of the curricula. The core competencies for Reserve Officers are tested on the Reserve Academy Comprehensive Final, which is proctored by the Washington State Criminal Justice Training Commission.

We hope you find this information useful as you prepare students to become Reserve Officers. If you have any questions or concerns, please contact the Washington State Criminal Justice Training Commission, Reserve Academy Program Manager, at 206-835-7344 or [reserves@cjtc.state.wa.us](mailto:reserves@cjtc.state.wa.us), or [thill@cjtc.state.wa.us](mailto:thill@cjtc.state.wa.us).

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## PREFACE

CURRICULA, GUIDELINES AND TIMELINES UPDATED: DECEMBER 2015

This document was developed as a guide for Reserve Academy Coordinators running a Reserve Academy. Adjustments may be made when running an academy; however, check with the WSCJTC Reserve Academy Program Manager in cases of doubt or when questions arise.

➤ **CHANGES, UPDATES and or CLARIFICATIONS IN THIS REVISION**

Beginning on January 1, 2016 and all dates thereafter, Revisions to WAC 139.05.810 now require that ALL agencies report the movement (Hiring and separation) of all reserves. As a result, form #CJ1275, Reserve Criminal Records Check, is being eliminated. This form, which was completed by the agencies 21 days before the end of the academy, is duplicate in content to the now required form #CJ1903, Notice of Hire.

Academy Coordinators will collect ALL Notice of Hire Form from each agency and submit them to the CJTC program manager along with the Request for Certificates, 21 days before the end of the academy.

Changes in the Application for Basic Reserve Academy have been made to reflect the new form requirements. No other changes have been made; Agencies are still required to complete form #CJ1270, Application for Basic Reserve Academy, attesting that a criminal history has been completed (Fingerprints and criminal records check). The final Attestation that the Polygraph and Psychological examinations have been completed is accomplished using the Notice of Hire Form, #CJ1903 as described above.

Reserve Certificates WILL NOT BE ISSUED until the Notice of Hire Form has been received by the WSCJTC Certifications manager. NOTICE OF HIRE FORMS ARE SUBMITTED ONLY TO the CJTC Reserve Academy Program manager.

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# GENERAL INFORMATION ABOUT WSCJTC

## RESERVE ACADEMIES

- ❑ **WSCJTC Mission Statement**
  - Establish high standards and exceptional training to ensure that criminal justice professionals in Washington State have the knowledge and skills to safely and effectively protect the life, liberty, and property of the people they serve.
- ❑ **Organization**
  - The Washington State Basic Law Enforcement Reserve Academy (BLERA) is under the direction of the Washington State Criminal Justice Training Commission
- ❑ **Material Updates**
  - Curriculum updates will be provided to each academy as they are needed. Be sure to check with the program manager to get updated materials
  - More comprehensive changes will be made as needed (reviewed yearly)
- ❑ **Curriculum Hours**
  - The current curriculum reflects 249.5 hours of instruction
    - These hours do not include instruction in ACCESS and First Aid
    - These hours do not include any additional instruction a specific academy host may add (for example, additional hours in mock scenes, adding TASER or BAC)
  - Additional hours added by a host academy, including first aid and ACCESS training, will be reflected in any posting on our website, but will **not** be added to a student's WSCJTC record or reflected on the student's certificate of completion – all student records will reflect only material provided for in the WSCJTC minimum curriculum (249.5 hours)
  - Additional hours within established modules will be reflected on the CJ1271, but will not be recorded as course hours
- ❑ **Record Keeping**
  - WSCJTC is responsible for retaining the following records related to hosted reserve academies and will disclose these records upon proper request:
    - CJ1271 – Request for Reserve Academy Recognition
    - CJ1272 – Request for Certificates
    - Final Learning Management System (LMS) Roster Pass/Fail
  - WSCJTC is responsible for retaining the following records regarding students in a reserve academy and will disclose these records upon proper request:
    - CJ1270 – Application Form, Basic Reserve Academy
    - CJ1273 – Termination Form
    - Final Status concerning reserve academy – Failed, Passed, Withdrawn, Terminated, etc. (*scores are not retained*)

- CJ1903 – Notice of Hire Form (Required after January 1, 2016)
  - CJ1275 – DISCONTINUED – DO NOT USE
- WSCJTC will retain the following records – an agency should also consult with their public disclosure officer about complying with state laws regarding these items; it is recommended that the host agency keep these documents as well.
    - Academy class schedules
    - Comprehensive Final Test Answer Sheets (*scores are not recorded*)
    - Any information provided regarding additional hours instructed during a recognized academy (in excess of the 249.5)
    - Additional forms requested and submitted by the host (statement of fitness, medical releases)
- **Reserve Academy Coordinator Duties**
    - Reserve Academy Commander shall have the title of administrator of the academy.
    - The Commander will be responsible for the following:
      - Ensuring qualified instructors are identified to teach required blocks of instruction
      - Administrative duties associated with the academy class
      - Preparing to receive a new class
      - Indoctrination of new students
      - Resolution of disciplinary matters
      - Ombudsman for students with personal or academic issues and or concerns that may affect the student or academy
      - Facilitating of inspections of personnel, uniforms, equipment, classrooms, and lockers
      - Counseling individual students
      - Preparation and submission of all required paperwork.
  - **RCW's can be obtained from:**
    - Revised Code of Washington Web Site: <http://apps.leg.wa.gov/rcw/>
    - Ordering publications: [http://www.leg.wa.gov/CodeReviser/Pages/order\\_publications.aspx](http://www.leg.wa.gov/CodeReviser/Pages/order_publications.aspx)
    - Office of the Code Reviser Phone: (360) 786-6777  
Pritchard Building  
P.O. Box 40551  
Olympia, WA 98504-0551

- **Copy Center**
  - Reserve Academy Coordinators may set up their printing with whomever they choose; however, the WSCJTC uses the State Copy Center. If Coordinators are interested in having the State Copy Center print their material, contact Department of Printing at 360-570-5555. The Coordinator should explain that they would like to set up an inter-local agreement.
  - Dave Darrah, (360) 407-6013 or [cc6@prt.wa.gov](mailto:cc6@prt.wa.gov), is the WSCJTC's point of contact
  
- **First Aid Requirement**
  - A current and valid Basic First Aid with CPR certification is a prerequisite of attending a reserve academy
  - In Lieu of this prerequisite, an academy host can add this content as an additional module to be taught in the **first two weeks** of the academy
    - Must be taught by a certified instructor and issue a basic first aid card
    - Hours will not be added to a student or course record
  
- **Terminations**
  - This procedure will be followed when a student is involuntarily suspended/terminated, voluntarily withdraws, fails the comprehensive final and the retest, or is withdrawn by his/her agency. (FOR ANY REASON)
  - The Academy Commander will conduct an exit interview. The interview will address:
    - The reason for the suspension
    - Staff prognosis or recommended action
    - Options available to the student
  - The "Termination from the Basic Reserve Officer Academy" form (CJ 1273) will be completed by the Academy Commander
    - The Academy will provide the WSCJTC with a copy of the form no later than 10 days after the termination
  - If your academy has submitted an application for a student who withdraws prior to the first day of the academy, the "Termination from the Basic Reserve Officer Academy" form (CJ 1273) is required. The form should include the reason for the withdrawal and any staff recommendations, but an exit interview is not required.

❑ **Final Comprehensive Test**

- This test will be scheduled by the Reserve Academy Coordinator in advance
- Academy hosts do not have access to the examination questions
- This test is proctored by a WSCJTC representative
- WSCJTC requires at least 21 days' notice if your originally selected test dates (form CJ 1271) will be changed
- Allow three hours for the examination and post-exam review
- Post-exam review is required after the exam has been scored – to ensure students are aware of the right answers to those questions they answered incorrectly.

❑ **Test Failures**

- Whenever a student fails the comprehensive test, the following procedure will be followed:
  - The retest must occur within no later than 30 calendar days of the original failure date; unless otherwise specifically approved by the WSCJTC Reserve Academy Program Manager
  - Failure on a retest will be grounds for termination from the Academy
  - Only one retested is allowed; anyone failing the retest, must retake the Academy.

## TIMELINE

### 60-Calendar Days Prior to Academy Start Date

- **Submit Request for Recognition of Basic Reserve Academy (Form CJ 1271)**
  - This form requires the Academy Commander to provide the list of qualified instructors to the WSCJTC for verification of qualifications
  - This form also provides the WSCJTC the class dates and allows the Commission to schedule the final exam proctor

### 15-CALENDAR DAYS Prior to Academy Start Date

- **Submit the academy class schedule**
  - By submitting the schedule to the WSCJTC, training staff will be able to schedule times to visit the academy while it is in session
  - The academy hosting agency is be responsible for maintaining the schedule per public disclosure law

### 7- Calendar Days Prior to Academy Start Date

- **Submit the Reserve Academy Student Application (Form CJ 1270)**
  - This form provides the WSCJTC with:
    - Student Information
    - Sponsoring Agency Information
    - Authorization Information
    - Attestation that a criminal history check that requires the submission of the student's fingerprints to NCIC and WACIC is complete.

### 21- Calendar Days Prior to Academy Graduation

- **Submit the Notice of Hire Form (CJ 1903) for each student**
  - This form is completed by the sponsoring agency
  - **The Academy Coordinator will gather ALL the Notice of Hire Forms.**
  - **Certificates WILL NOT BE ISSUED IF THE NOTICE OF HIRE FORMS HAS NOT BEEN SUBMITTED.**
  - **THE CJ1903 NOTICE OF HIRE FORMS ARE EMAILED to the CJTC Reserve Academy Program manager.**
- **Submit the Request for Certificates (CJ 1272) form**
  - This form is used by the WCJTC to create the certificates
  - **Certificates of Completions** will be issued to students who successfully complete the course of study and will be working in the capacity as a Reserve Peace Officer for a qualifying General Authority Law Enforcement Agency.
  - **Certificates of Attendance** will be issued to students who successfully complete the course of study, but who are not eligible for reserve status because their

sponsoring agency is not a general authority Washington law enforcement agency, or a tribal agency.

- Certificates will indicate completion of 249.5 hours of coursework
  - Agencies may provide additional certificates for coursework performed outside the minimum standard; or for subjects such as First Aid or Access – where the training entity supplies their own certificate for the hours completed.
- **LETTER OF ATTENDANCE** will be given any Student who fails any portion of the academy, outlining the failure and steps available to each student for opportunities, if any, to successfully pass the failed exam. The letter will be issued BY the CJTC and not the Reserve Academy Coordinator. **At no time will a student be issued any form of Certificate if they did not successfully complete the program.**

- **The Commander will confirm test dates with WSCJTC**
  - WSCJTC will work to provide you a proctor on the date and time of your choosing; but, if scheduling does not allow, we will coordinate with your staff to select another time/date

### 7-10 Business Days Prior to Graduation

- **Comprehensive Final**
  - The WSCJTC will provide a proctor to administer the final exam. This exam covers all the core blocks

### After Graduation

- **Status on Retests**
  - There may be students that fail the comprehensive final and who would need to retest at a later date. Make sure to coordinate retests with the WSCJTC as they must be completed in the presence of a proctor and within 30 days after graduation. If another class nearby will be conducting a comprehensive final, the student may join in for the exam; otherwise, a date must be set for the BLEA Campus in Burien, Monday through Friday between 0900 and 1700 hours, for the retest.
  - The retest must occur **no later than 30** calendar days of the original failure date; unless otherwise specifically approved by the WSCJTC Reserve Academy Program Manager
  - Only one retest is allowed
- **End of Course Evaluation**
  - The WSCJTC administrator will email an evaluation directly to the students approximately two weeks after graduation.

- Results of the evaluation will be shared with the Academy Commander after the graduation has been completed

## Related Forms

- **WSCJTC now REQUIRES that these forms be submitted as applicable – January 1, 2016**
  - – **WAC 139-05-810(2)**
  - CJ1903 – Notice of Officer Hire, and CJ1902 – Notice of Separation, as applicable, for all reserves. (certmail.cjtc.state.us)
  - These forms allow us to record time in service, break-in-service, and add/remove reserves from agency rosters.

## CURRICULA OVERVIEW

### ➤ **WHAT IS ON THE CD/THUMB DRIVE/DROPBOX STORAGE?**

The core block curricula with the supplemental videos and bulletins; and academy forms.

#### ➤ **CORE BLOCK CURRICULA**

The material is organized into files, and each file is organized by Core Block. The Core Block is the main subject area (i.e. course) of the Reserve Academy. Each Core Block discusses a subject area necessary for a reserve officer to know, comprehend, and utilize when they are in the field. All core block curricula, including law information student gather during assignments, is testable material for the comprehensive final.

#### ➤ **SUPPLEMENTAL MATERIAL**

Videos and other publications provided for the academy are often copyrighted. WSCJTC follows all applicable laws regarding using this material. You have permission to use these videos and publications in your reserve academy classes. WSCJTC does not have the authority to provide you permission to use them for other classes or reasons. Please contact the copyright holders directly if your agency would like to use the materials for any other use.

#### ➤ **FORMS**

These are updated as needed. Please make sure you have the correct forms.

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## CORE BLOCKS

The core competencies of the reserve academy are categorized into key subject areas, which are core blocks. Each core block has a folder. The (“hrs”) indicate the minimum number of hours that should be dedicated to that core block in the Reserve Officer Academy. The core blocks are: **PAY CLOSE ATTENTION TO CORE BLOCKS 8, 10, 11.**

1. **Academy Commander’s Time (2 hours)**
2. **Communication Skills/Report Writing (12 hrs)**
3. **Criminal Investigations (13 hrs)**
4. **Criminal Law (18 hrs)**—Note – It is recommended that this course be co-instructed by a prosecutor/deputy prosecutor and or a Washington State certified peace officer with significant patrol, training, and teaching experience, with fresh knowledge of current case law.
5. **Criminal Procedures (28 hrs)**
6. **Crisis intervention (21 hrs)**
7. **Cultural Diversity (4 hrs)**
8. **Defensive Tactics (20 hrs)** —Note: State qualified Level 1 DT instructors should have the curriculum necessary to run this core block. Full DT curriculum may not be included in the provided material. The Instructor must have successfully completed WSCJTC #2071 – Control Tactics – Level One Instructor. **If any additional baton/strike instruction is included, your instructor must have a LEVEL 2 Certification by WSCJTC. This Course will OCCUR Outside of the normal curriculum, and is not part of the learning objectives of this course.**
9. **Ethics (3 hrs)**
10. **EVOC (20 hrs)**—Note: State-certified EVOC instructors should have the curricula necessary to run this core block. Full EVOC curriculum may not be included in the provided material. **The Instructor must have successfully completed WSCJTC #2021 – EVOC Instructor Basic after July 2007 or be otherwise approved by WSCJTC.**
11. **Firearms (30 hrs = 24 hrs Range, 6 hrs Classroom)**—Note: State-qualified Firearms instructors should have the curricula necessary to run this core block. Full Firearms curriculum may not be included in the provided material. **It must be taught by an approved WSCJTC 2011-Firearms Level 1 Instructor (Handgun) or otherwise approved by WSCJTC.**

- 12. Mock Scenes (11 hrs)**—Note: This is a compilation of mock scenes that may be used for the core blocks. ADVISE ALL INSTRUCTORS OF THE MOCK SCENES BANK and encourage instructors to utilize the bank, especially for subjects such as CRISIS SITUATIONS, PATROL PROCEDURES, TRAFFIC and CRIMINAL PROCEDURES.
- 13. Patrol Procedures (34 hrs)**
- 14. Radio Procedures ( 1 hr)**
- 15. Traffic (26 hrs)**
- 16. Use of Force (3 hrs)**
- 17. First Aid (Pre-requisite)** — Note: Many hosts choose to offer First Aid within the first two weeks of an academy. If First Aid is not a module in an academy, the attendees must have already been and have a current card for First Aid. Class hours in First Aid are not counted in credited hours on a student’s transcripts.
- 18. Access – OPTIONAL COURSE** - Note: ACCESS hours are not reflected in the creditable hours on a student’s transcripts.

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## CORE BLOCK RESOURCES

In most core block folders, there is an **Instructor Guide**, designed to be read by the instructor prior to reviewing the instructional material. The instructor who teaches that core block, (Criminal Law, for example), should read the Instructor Guide, and all other files in the Core Block folder well in advance of the time they will be teaching the course. If they have any questions about the course content prior to teaching the course they may contact BLEA Reserve Program Manager or Program Coordinator at [reserves@cjtc.state.wa.us](mailto:reserves@cjtc.state.wa.us)

### **MOST CORE BLOCKS FOLDERS CONTAIN THE FOLLOWING:**

- ❑ **Instructor Guide**— the Instructor Guide provides each instructor with an overview of the core block course material, a description of all available resources, including lectures (in PowerPoint form), handouts, exercises, exams and instructions for creating a student study guide, when applicable.
- ❑ **Instructor Lecture PowerPoint’s**—consist are PowerPoint (PP) presentations for the instructor to use when presenting lessons to the class. The PP’s are a guide, and should be supplemented with the instructor’s examples, discussion questions, and the

instructor's additional knowledge on that Core Block. All of the material on the PowerPoint's is testable material for the comprehensive final.

- ❑ **Student Study Guide**—instructors should print out all slides in an outline form and give them to the students at the beginning of the class. The students will use the PowerPoint in outline form as a study guide. The outline form should have space for students to take notes during the lectures.

**CORE BLOCKS MAY CONTAIN THE FOLLOWING:**

- ❑ **Student Handouts**—handouts compliment the course lessons and cover more specific material necessary for a Reserve Officer to know. This material is tested on the comprehensive final.
- ❑ **Exercises, Presentations and Assignments**—these materials compliment the instructor presentations and student handouts. Some core blocks have student presentations and group work; student presentations and group work have been shown to be a very effective way for students to gain the knowledge and understanding of these core competencies. Exercises, presentations and assignments are a necessary part of the Reserve Academy. The information in exercises, presentations and assignments is tested on the comprehensive final.
- ❑ **Exam and Answer Key**—many core blocks feature an exam and answer key. Instructors should proctor the exam near the end of the block and facilitate a post-exam review. During the post-exam review, students will have the opportunity to learn from their mistakes and review material they are having difficulty retaining.

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# SELECTING INSTRUCTORS

Selecting good instructors is the difference between a monotonous instructor-centered PowerPoint presentation that makes students want to fall asleep and a lively, engaging student-centered discussion, one in which the lectures serve as a reference point but not the main event; where the instructor explores real-life situations that reserve officers might find themselves in, and the students can leave the classroom feeling confident that they will be able to apply what they have learned in class. Quality instructors are essential to student success both on the comprehensive final and out in the field.

Reserve Academy instructors do not need to comply with WSCJTC internal Instructor Certification Program. Skills instructors (EVOC, Fire Arms, and Defensive Tactics), however, must be qualified to the level of the competencies being taught. Instructors who have received training through a WSCJTC's basic skill instructor course (EVOC, FA, DT) will have the skills necessary to teach to the competencies noted.

## **Do instructors need to have taken Instructor Development courses to qualify to teach?**

Having Instructor development training is not a pre-requisite for teaching in the reserve academy; but having had this type of training is highly recommended. Knowing a subject matter, even to an expert degree, does not guarantee a person can teach that material to others. WSCJTC's Instructor Development I and II can help a subject matter expert present their material in a way that makes learning easier and more effective. There are also many outside providers offering courses that will enhance a facilitator's skills.

## **How many instructors do Reserve Academy Coordinators need and to what qualifications?**

1. An experienced officer with an interest and knowledge of **criminal law**; and prosecutor/deputy prosecutor; for an attorney familiar with criminal law, but who is not a prosecutor/deputy prosecutor, contact the program manager [reserves@cjtc.state.wa.us](mailto:reserves@cjtc.state.wa.us) for information on a variance
2. An experienced officer with an interest and knowledge of the **communication skills core block**
3. An experienced officer with thorough **criminal procedures** knowledge and the desire to teach
4. An experienced instructor with extensive experience with **crisis intervention**
5. An instructor with **cultural diversity training** and experience

6. An instructor with knowledge of ethical considerations for people with careers in the criminal justice field, to teach the **ethics core block**
7. A **state-qualified defensive tactics instructor** (Note: See the defensive tactics instructor guide for more information about state-qualified DT instructors)
8. An experienced officer with an interest and knowledge of **criminal investigations**
9. At least one officer experienced with **drug investigations** who will teach the drug investigation section of the criminal investigation core block (note: The drug investigation section is two hours long)
10. An experienced officer with the desire to teach and knowledge of the **patrol procedures**
11. An experienced officer with an interest to teach and knowledge of the **traffic core block** curriculum
12. An experienced instructor with knowledge of the **use of force core block** curriculum
13. A state-qualified EVOC instructor
14. State-qualified firearms instructors

**Can a credentialed skills instructor who received training from other than WSCJTC be used to teach a core block.**

Contact the reserves program manager [reserves@cjtc.state.wa.us](mailto:reserves@cjtc.state.wa.us) with the name and credentialing information of the instructor you'd like to use. They may ask for more information. In conjunction with the WSCJTC program manager for that skill area, the program manager will advise you if a variance is/is not allowed.

**Can an EVOC instructor who received their EVOC training through WSCJTC's sponsored class, but before Jan 1 2007, be used to teach the EVOC block.**

Contact the reserves program manager [reserves@cjtc.state.wa.us](mailto:reserves@cjtc.state.wa.us) with the name and credentialing information of the instructor you'd like to use. They may ask for more information. In conjunction with the WSCJTC program manager for EVOC, the program manager will advise you if a variance is/is not allowed.

## WHAT THE BEST TEACHERS DO

One of the primary responsibilities of a Reserve Officer Academy Coordinator is to choose knowledgeable people that are enthusiastic about their subject area and have the desire to teach reserve officers.

How can the coordinator choose the best instructors? Coordinators can ensure quality instructors by reviewing the curricula, taking note of what the best teachers do, interviewing the instructors and during the interview process asking instructors questions that test their level of engagement and knowledge of the course material.

It is also a good idea to give instructor surveys as a way to get feedback from former students about the instructor's methods, knowledge and engagement. Contact WSCJTC if you would like suggestions on how to create instructor surveys.

### How can coordinators help instructors succeed?

- ❑ **Provide them with an overview of the reserve academy** and WSCJTC's role in the reserve academy, including the known details of the comprehensive final
- ❑ **Review the core competencies, i.e. learning objectives, with the instructors** for the core block they will be teaching
- ❑ **Instruct them to read the Instructor Guide first** before reviewing the resources and before preparing their course
- ❑ **Walk them through the resources available** in the curricula

### What are characteristics of good instructors?

- ❑ Are enthusiastic about the course material
- ❑ Tend to give specific real-world examples about the course material that will help students remember and retain the course material
- ❑ Create student-centered discussion by asking tough questions
- ❑ Are passionate about their core block
- ❑ Are knowledgeable about their core block
- ❑ Are dedicated to teaching and helping others learn