

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 AUGUST 1990

Remimeo
Sen Orgs
Intern Supers
HPCS Interns

**HUBBARD PROFESSIONAL COURSE SUPERVISOR
INTERNSHIP**

NAME: _____ ORG: _____

POST: _____

DATE STARTED: _____ DATE COMPLETED: _____

- PREREQUISITES:**
1. The Student Hat
 2. A Professional TR Course
 3. Hubbard Professional Word Clearer (Validated)
 4. Hubbard Professional Course Supervisor Course
 5. A passing grade of 85 percent on examination of the Hubbard Professional Course Supervisor Course materials, including the Study Tapes

MATERIALS: The Study Tapes
Hubbard Professional Course Supervisor Course pack

PROCEDURE: Full application of all study tech per the Student Hat is to be used at all times.

THE INTERN IS TO RECEIVE A HIGH-CRIME CHECKOUT ON EVERY CHECKSHEET THEORY ITEM.

HIGH-CRIME CHECKOUTS ARE GIVEN BY ONE INTERN TO ANOTHER ON ALL CHECKSHEET THEORY ITEMS. FAST FLOW DOES NOT APPLY TO THE QUAL DIVISION AND THE INTERNSHIP IS GIVEN IN QUAL. (Refs: HCO PL 8 Mar. 66, HIGH CRIME; HCO PL 19 Aug. 79RA, HIGH-CRIME CHECKOUTS AND WORD CLEARING)

Any difficulties the intern has with his materials should be handled with Word Clearing Method 4, Method 9, Method 2 and cramming.

Checkouts and final pass on practical items are to be done by the Intern Supervisor or Cramming Officer:

HIGH-CRIME CHECKOUTS THAT HAVE BEEN DONE PREVIOUSLY DO NOT NEED TO BE DONE AGAIN. PRACTICAL ITEMS OR PROCEDURES THAT HAVE BEEN CHECKED OUT AND PASSED ON AN INTERNSHIP DO NOT NEED TO BE REPEATED. (Ref: HCOB 26 Feb. 78, INTERNSHIPS VERSUS COURSES)

PRODUCT: A flubless HUBBARD PROFESSIONAL COURSE SUPERVISOR.

CERTIFICATE: Upon successful completion of this internship, the intern may be awarded a gold-sealed certificate of HUBBARD PROFESSIONAL COURSE SUPERVISOR (Validated).

LENGTH OF INTERNSHIP: 2 weeks full time (8 hours per day, 5 days per week).

PART ONE

SECTION A: TRs

- 1. Get checked out and passed by the Intern Supervisor or Cramming Officer on each of the TRs 0-9. (This is not a misprint; it's TRs 0-9.)

(Refs: HCOB 16 Aug. 71R II, TRAINING DRILLS REMODERNIZED; HCOB 7 May 68R, UPPER INDOC TRs)

OT TR 0	_____	TR 3	_____
TR 0	_____	TR 4	_____
TR 0 BB	_____	TR 6	_____
TR 1	_____	TR 7	_____
TR 2	_____	TR 8	_____
TR 2½	_____	TR 9	_____

- 2. _____
- 3. _____
- 4. _____

SECTION B: HIGH-CRIME CHECKOUTS

I. The Study Tapes

- 1. Tape: 6406C18 "Studying: Introduction" _____
- 2. Tape: 6407C09 "Studying: Data Assimilation" _____
- 3. Tape: 6408C04 "A Summary of Study" _____
- 4. Tape: 6408C06 "Study: Gradients and Nomenclature" _____
- 5. Tape: 6408C11 "Study: Evaluation of Information" _____
- 6. Tape: 6408C13 "Study and Education" _____
- 7. Tape: 6409C22 "A Review of Study" _____
- 8. Tape: 6608C18 "Study and Intention" _____
- 9. Tape: 6201C24 "Training: Duplication" _____

II. Basic Supervision Data

- 1. HCO PL 2 Dec. 62 SUPERVISOR'S STABLE DATA _____
- 2. HCO PL 10 Apr. 64 SCIENTOLOGY COURSES _____

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3	HCOB 10 Dec. 65	E-METER DRILL COACHING		
4	HCO PL 15 Sept. 67	THE SUPERVISOR'S CODE		
5	HCO PL 11 Oct. 67	CLAY TABLE TRAINING		
6	HCOB 24 May 68	COACHING		
7	HCOB 16 Oct. 68	SUPERVISOR'S DUTY		
8	HCO PL 24 Oct. 68	SUPERVISOR KNOW-HOW Running the Class		
9	HCO PL 24 Oct. 68R II Rev. 7.1.82	SUPERVISOR KNOW-HOW Handling the Student		
10	HCO PL 24 Oct. 68 III	SUPERVISOR KNOW-HOW R-Factor to Students		
11	HCO PL 24 Oct. 68 IV	SUPERVISOR KNOW-HOW Tips in Handling Students		
12	HCOB 22 Apr. 70R Rev. 2.8.89	CLAY TABLE DEMO CHECKOUTS		
13	HCOB 10 Dec. 70RA I Rev. 25.7.87	CLAY TABLE WORK IN TRAINING		
14	HCO PL 21 Feb. 71RA Rev. 25.7.87	SUPERVISOR CHECKOUTS		
15	HCO PL 16 Mar. 71R Rev. 29.1.75	KSW Series 27 WHAT IS A COURSE?		
16	HCOB 25 June 71R Rev. 25.11.74	Word Clearing Series 3R BARRIERS TO STUDY		
17	HCO PL 7 Mar. 72 II	COURSE SUPERVISORS		
18	HCO PL 16 Mar. 72 V	WHAT IS A COURSE HIGH CRIME		
19	HCO PL 26 June 72	Esto Series 20 SUPERVISOR TECH		
20	HCOB 13 Aug. 72RB Rev. 9.8.90	FAST FLOW TRAINING		
21	HCOB 23 Oct. 75	Word Clearing Series 56 TECHNICAL QUERIES		
22	HCOB 22 Jan. 77	Cramming Series 24 KSW Series 21 IN-TECH, THE ONLY WAY TO ACHIEVE IT		
23	HCOB 30 Oct. 78R Rev. 3.8.83	COURSES—THEIR IDEAL SCENE		

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| 24. | HCOB 24 Dec. 79R
Rev. 19.6.86 | TRs BASICS
RESURRECTED | ----- |
| (25) | HCO PL 23 July 81R I
Rev. 10.1.84 | Study Series 12
THE USE OF
DEMONSTRATION | ----- |
| 26. | HCOB 8 Mar. 89 | Word Clearing Series 45
WORD CLEARING—KEY
DATUM | ----- |
| 27. | HCOB 5 July 89 | COACHING TRs 0-4 | ----- |
| (28) | HCO PL 4 Apr. 90 | COURSE SCHEDULES | ----- |
| 29. | | | ----- |
| 30. | | | ----- |
| 31. | | | ----- |

SECTION C: SUPERVISOR PROCEDURES

(Refs: HCO PL 8 Mar. 66, HIGH CRIME; HCO PL 19 Aug. 79RA, HIGH-CRIME CHECKOUTS AND WORD CLEARING; HCOB 26 Feb. 78, INTERNSHIPS VERSUS COURSES)

Get checked out on the following Supervisor procedures by:

- a. Getting a high-crime checkout on each of the issues listed below and,
 - b. Getting checked out to a pass by the Intern Supervisor or Cramming Officer on the Supervisor procedure.
1. Method 3 Word Clearing.
 - a. High-crime checkout:

HCOB 7 Oct. 81R Rev. 30.8.83	Word Clearing Series 31RD METHOD 3 WORD CLEARING	-----
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- b. Intern Supervisor or Cramming Officer pass on Method 3 Word Clearing.

2. Supervisor two-way comm.

- a. High-crime checkout:

HCOB 10 Feb. 71	TECH VOLUME AND 2-WAY COMM	-----
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HCOB 26 June 71RA II Rev. 11.1.89	Word Clearing Series 4RA SUPERVISOR TWO-WAY COMM AND THE MISUNDERSTOOD WORD	-----
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HCOB 27 June 71RA
Rev. 20.12.88

Word Clearing Series 5RA
SUPERVISOR TWO-WAY
COMM EXPLAINED

b. Intern Supervisor or Cramming Officer pass on
Supervisor two-way comm.

3. Pink sheets.

a. High-crime checkout:

HCO PL 4 Aug. 81R
Rev. 30.8.83

PINK SHEETS

b. Intern Supervisor or Cramming Officer pass on
writing pink sheets and getting them completed.

4. Spot checks.

a. High-crime checkout:

HCO PL 28 Aug. 83

SPOT CHECKS

b. Intern Supervisor or Cramming Officer pass on spot
check procedure.

SECTION D: PART ONE COMPLETION

1. INTERN ATTEST:

I attest I have completed all of Part One of this checksheet. I have passed all of the required checkouts and star-rates and know and can apply the materials.

INTERN ATTEST: _____ DATE: _____

2. INTERN SUPERVISOR ATTEST:

I attest I have supervised the above steps done by this intern.

INTERN SUPERVISOR: _____ DATE: _____

3. EXAMINER METER CHECK:

Pass and okay: _____

EXAMINER: _____ DATE: _____

4. CERTS AND AWARDS:

The above-named intern is logged as having attained the provisional Qual Okay to Supervise.

C&A: _____ DATE: _____

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PART TWO

The intern is now eligible to begin supervising under the close supervision of trained and successful Course Supervisors. The Intern Supervisor must ensure that the intern supervises in the org's Academy (theory and practical), staff courses and Div 6 public, so the intern is given experience handling students on different levels of training. Each Course Supervisor who the intern trains under must ensure that the intern can flawlessly apply the materials learned.

- 1. Begin supervising Academy, staff and Division 6 courses.
- 2. Correctly apply study tech, Supervisor two-way comm, HCOBs on speeding up a slow course, spot checks, pink sheets and other Supervisor tools to get and keep students F/Ning and progressing rapidly through their courses.
- 3. Supervise students on practical actions, such as meter drills and TRs, so they can competently do the action called for.
- 4. Successfully run a course room, handling all aspects of this such as starting a new student, calling roll, correctly routing students to Ethics and Qual when necessary, targeting students, doing Supervisor checkouts, handling slow or bogged students, holding musters, announcing new students or those returning from the Examiner, preventing students from being interrupted and any other actions required.
- 5. Get in all points of HCO PL 16 Mar. 71R, WHAT IS A COURSE? in a course room.

ATTESTATIONS: INTERN SUPERVISOR

- a. Intern is fully familiar with study tech, and uses it successfully to handle students and get them through their courses.

INTERN SUPER

- b. Intern can flawlessly apply Supervisor two-way comm to students.

INTERN SUPER

- c. Intern has applied Method 3 Word Clearing flawlessly so students rapidly move through their courses.

INTERN SUPER

- d. Intern can correctly obnose students while they are studying, issue standard pink sheets which, when done, handle the situation observed.

INTERN SUPER

- e. Intern gives correct spot checks and Supervisor checkouts.

INTERN SUPER

- f. Intern has standardly targeted students and uses Supervisor tools and study tech to handle those who don't make their targets.

INTERN SUPER _____

- g. Intern can handle all aspects of running a course, such as starting new students, calling roll, correctly routing students to Ethics or Qual, targeting, observing and handling students while they are studying, getting demo kits properly used and checkouts properly done, and running musters.

INTERN SUPER _____

- h. Intern has gotten in every point of HCO PL 16 Mar. 71R, WHAT IS A COURSE? in a course room.

INTERN SUPER _____

QUAL SEC:

- i. I attest that the students supervised by this intern are delighted with his course supervision and their progress through and understanding of their course materials.

QUAL SEC _____

COURSE SUPERVISORS:

- j. This intern has my unequivocal okay to graduate this internship and is a flubless Hubbard Professional Course Supervisor. (To be attested by each Course Supervisor who this intern supervised under.)

COURSE SUPER _____

COURSE SUPER _____

COURSE SUPER _____

We attest to the above in full understanding that should this Course Supervisor ever be faulted in his application of study tech, Supervisor two-way comm and Supervisor tools by a qualified inspector, we are subject to a minimum penalty of a condition of Liability for false attestation.

INTERN SUPERVISOR: _____

QUAL SEC: _____

COURSE SUPERVISOR: _____

COURSE SUPERVISOR: _____

COURSE SUPERVISOR: _____

- 6. When okay, Examiner gives meter check: _____

EXAMINER: _____ DATE: _____

- 7. If above all okay, the graduate is awarded a gold-sealed certificate of HUBBARD PROFESSIONAL COURSE SUPERVISOR (Validated).

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C&A: _____ DATE: _____

(Return this checksheet to the Inter-ship Admin for filing in the intern's folder.)

L. RON HUBBARD
Founder

Compilation assisted by
LRH Technical Research
and Compilations

Adopted as official
Church policy by
CHURCH OF SCIENTOLOGY
INTERNATIONAL

LRH:CSJ:RTRC:bn.gu.

(The directions, drills and study assignments which make up this checksheet were written by LRH Technical Research and Compilations staff. The compilation of this checksheet was done according to specific LRH advice on what materials should be on this Internship, as well as LRH policies and instructions which prescribe the standard format for checksheets.)