

Independent Checksheets
Independent Checksheets Foundation

IC CHECKSHEET OF 15 SEPTEMBER 2010

Non-Confidential Downloads

**INDEPENDENT COURSE
SUPERVISOR COURSE**

NAME: _____ ORG: _____

POST/OCCUPATION: _____

DATE STARTED: _____ DATE COMPLETED: _____

PREREQUISITES: Student Hat, TR's Course

MATERIALS: Independent Course Supervisor Course Pack
The ICSC Lectures
E-Meter

LENGTH OF COURSE: Two weeks full time (eight hours per day, five days per week).

PRODUCT: The end product of this course is: A course supervisor who can spot outnesses in a student and apply the basic debugging skills to get a student on track and through his course.

SEQUENCE: This checksheet is studied once through in the sequence listed on the checksheet.

CERTIFICATE: Upon successful completion of this course, the student may be awarded the certificate of PROVISIONAL INDEPENDENT COURSE SUPERVISOR COURSE Graduate.

**SECTION I:
KEEPING SCIENTOLOGY WORKING**

- | | | | | | |
|----|---|---|-------|-------|-------|
| 1. | HCO PL 7 Feb. 65 | KSW Series 1
KEEPING SCIENTOLOGY
WORKING | _____ | _____ | _____ |
| 2. | HCO PL 17 June 70RB I
Re-Rev. 25.10.83 | KSW Series 5R
TECHNICAL DEGRADES | _____ | _____ | _____ |
| 3. | HCO PL 22 Nov. 67RA
Rev. 12.4.83 | KSW Series 25
OUT-TECH | _____ | _____ | _____ |
| 4. | HCO PL 15 Feb. 79 | KSW Series 24
VERBAL TECH: PENALTIES | _____ | _____ | _____ |
| 5. | HCO PL 16 Mar. 71R I
Rev. 29.1.75 | KSW Series 27
WHAT IS A COURSE? | _____ | _____ | _____ |
| 6. | WORD CLEAR: | Clear the purpose of a course supervisor on
the meter. | _____ | _____ | _____ |

**SECTION II:
THEORY
(Supervisor Checkout Only)**

- | | | | | | |
|----|---------------------|---|-------|-------|-------|
| 1. | HCO PL 4 Mar. 71 II | HOW TO DO THEORY
CHECKOUTS & EXAMINIATIONS | _____ | _____ | _____ |
|----|---------------------|---|-------|-------|-------|

2.	HCO PL 24 Sep. 64	INSTRUCTION & EXAMINIATIONS, RAISING THE STANDARD OF	_____	_____	_____
3.	HCO PL 4 Oct. 64 Reiss. 16.2.81	THEORY CHECKOUT DATA	_____	_____	_____
2.	HCO PL 21 Feb. 71RA	SUPERVISOR CHECKOUTS	_____	_____	_____
4.	HCO PL 12 May 64	THEORY TESTING EXPERATION DATES	_____	_____	_____
5.	HCO PL 5 Mar. 71	STARRATE OUTPOINTS	_____	_____	_____
6.	HCO PL 14 Mar. 71	ON GIVING CHECKOUTS	_____	_____	_____
7.	HCOB 24 May 68	COACHING	_____	_____	_____
8.	HCOB 21 Aug. 79	TWINNING	_____	_____	_____

**SECTION III:
CLAY TABLES AND HOW TO DO THEM**

1.	HCOB 10 Dec. 70RA I	CLAY TABLE WORK IN TRAINING	_____	_____	_____
2.	HCOB 11 Oct. 67 Reiss. 26.10.80	CLAY TABLE TRAINING	_____	_____	_____
3.	CLAY DEMO: (Supervisor Checkout <u>ONLY</u>)				
1.	What happens when a student misses understanding a word.		_____	_____	_____
2.	What happens when a checkout does not consult the student's understanding.		_____	_____	_____
3.	The end result of study showing how you help your twin achieve that.		_____	_____	_____
4.	What happens to the entire org if these policies aren't followed on giving checkouts.		_____	_____	_____
4.	DRILL: (Supervisor Checkout <u>ONLY</u>)				
	The student must now check the Supervisor out on at least a two page policy or bulletin. Flunks are thrown in by the Supervisor such as comm. lags, glibness, poor definitions, bad demonstrations, ect. The student must say "flunk" immediately or the student is flunked and sent back to study the policies again. The student is passed when the student can give a 100 % standard checkout without any hesitation. (The policy used may not be from the course.		_____	_____	_____

**SECTION IV:
STUDY TAPES**

1.	TAPE: 6406C18	STUDYING: INTRODUCTION	_____	_____	_____
2.	TAPE: 6407C09	STUDYING: DATA ASSIMILATION	_____	_____	_____
3.	TAPE: 6408C04	A SUMMARY OF STUDY	_____	_____	_____
4.	TAPE: 6408C06	STUDYING: GRADIENT AND NOMENCLATURE	_____	_____	_____
5.	TAPE: 6408C11	STUDYING: EVALUATION OF INFORMATION	_____	_____	_____

- | | | | | | |
|----|---|---------------------|-------|-------|-------|
| 6. | TAPE: 6408C13 | STUDY AND EDUCATION | _____ | _____ | _____ |
| 7. | TAPE: 6409C22 | A REVIEW OF STUDY | _____ | _____ | _____ |
| 8. | TAPE: 6608C18 | STUDY AND INTENTION | _____ | _____ | _____ |
| 9. | ESSAYS: (Hand in to Supervisor after twin Okays them) | | | | |
| 1. | How a supervisor detects and handles someone with a skipped gradient. | | _____ | _____ | _____ |
| 2. | How to detect and handle someone with a misunderstood word or symbol. | | _____ | _____ | _____ |
| 3. | The different ways we provide mass on a course to go with the significance. | | _____ | _____ | _____ |
| 4. | The difference between education and schooling. | | _____ | _____ | _____ |

**SECTION V:
THE MIND**

- | | | | | | |
|------|---|--|-------|-------|-------|
| 1. | TAPE: 6012C31 | THE THINGS OF SCIENTOLOGY | _____ | _____ | _____ |
| 2. | CLAY DEMO: The body. (Save the clay demo) | | _____ | _____ | _____ |
| * 3. | BOOK: Scientology 0-8 | THE AXIOMS OF SCIENTOLOGY
Page 66: Axioms 1 &2 only | _____ | _____ | _____ |
| 4. | Theory coach them on each other per HCO PL 4 Oct. 1964
THEORY CHECKOUT DATA: <i>“Coaching Theory means getting a student to define all the words, give all the rules, demonstrate things in the bulletin with his hands or bits of things and also may include doing clay table definitions of Scientology terms.” – LRH</i> | | _____ | _____ | _____ |
| 5. | WORD CLEAR: “THETAN” | | _____ | _____ | _____ |
| 6. | CLAY DEMO: Thetan (add to the clay demo of “body”) | | _____ | _____ | _____ |
| 7. | TAPE: 6101C21 | THE PARTS OF THE MIND | _____ | _____ | _____ |
| 8. | WORD CLEAR: “MIND” | | _____ | _____ | _____ |
| 9. | CLAY DEMO: MIND (add to the clay demo of “body” & “Thetan”) | | _____ | _____ | _____ |
| 10. | HCOB 23 Apr. 69RA
Re-rev. 20.9.78 | DIANETICS BASIC DEFINITIONS | _____ | _____ | _____ |
| 11. | CLAY DEMO: | | | | |
| 1. | A chain containing a lock, secondary & engram. | | _____ | _____ | _____ |
| 2. | The only thing in the mind. | | _____ | _____ | _____ |
| 12. | TAPE: 6101C22 | CYCLE OF ACTION, TIME TRACK,
TERMINALS, STABLE DATUM, | _____ | _____ | _____ |

**SECTION VI:
ORIENTATION AND BASICS**

- | | | | | | |
|----|------------------------------------|--|-------|-------|-------|
| 1. | HCO PL 13 Sep. 65R
Rev. 16.2.81 | KSW Series 26
OUT TECH AND HOW TO GET IT IN | _____ | _____ | _____ |
|----|------------------------------------|--|-------|-------|-------|

2.	HCO PL 23 July 81R I	Study Series 12 THE USE OF DEMONSTRATION	_____	_____	_____
3.	HCOB 16 Oct. 68	SUPERVISOR'S DUTY	_____	_____	_____
4.	HCO PL 7 Mar. 72 II	COURSE SUPERVISORS	_____	_____	_____
5.	HCOB 21 Sep. 70R	Study Series 1 STUDY DEFINITIONS	_____	_____	_____
10.	HCO PL 21 July 81R I Rev. 25.7.87	WHAT IS A CHECKSHEET	_____	_____	_____
11.	HCOB 11 Jun. 69	MATERIALS, SCARCITY OF	_____	_____	_____
12.	HCO PL 18 July 71 I	STATS AND PROGRESS BOARD	_____	_____	_____
13.	HCO PL 16 Mar. 71R I Rev. 29.1.75	KSW Series 27 WHAT IS A COURSE?	_____	_____	_____
14.	ESSAY:	Write an essay on each paragraph of HCO PL 16 Mar. 71R I, <i>WHAT IS A COURSE?</i> telling what would happen if the tech in each paragraph were not applied. Be specific. (Hand in to Supervisor after twin's okay.)	_____	_____	_____
15.	HCOB 2 June 71 I	Study Series 2 CONFRONTING	_____	_____	_____
16.	HCOB 22 July 71 II	Study Series 3 CONFRONTING, ADDITION	_____	_____	_____
17.	DRILLS:				
	1.	SUPERVISOR DRILL A	_____	_____	_____
	2.	SUPERVISOR DRILL B	_____	_____	_____
	3.	SUPERVISOR DRILL C	_____	_____	_____
18.	HCOB 25 June 71R Rev. 25.11.74	Word Clearing Series 3R BARRIERS TO STUDY	_____	_____	_____
19.	HCOB 10 Mar. 65	WORDS, MISUNDERSTOOD GOOFS	_____	_____	_____
20.	HCOB 20 Sep. 68	GLEE	_____	_____	_____
21.	HCO PL 16 Sep. 64 I	UNDERSTANDING AND TAPE LECTURES	_____	_____	_____
22.	HCO PL 4 Aug. 81R Rev. 30.8.83	PINK SHEETS	_____	_____	_____
23.	DRILLS:				
	1.	SUPERVISOR DRILL D	_____	_____	_____
	2.	SUPERVISOR DRILL E	_____	_____	_____
24.	HCOB 17 Jul. 79RB I	Word Clearing Series 64 THE MISUNDERSTOOD WORD DEFINED	_____	_____	_____

25.	HCOB 23 Mar. 78RB Rev. 16.1.89	Word Clearing Series 59RB CLEARING WORDS	_____	_____	_____
26.	HCOB 13 Oct. 79	Word Clearing Series 66 CONCEPTUAL UNDERSTANDING	_____	_____	_____
27.	CLAY DEMO:	The definition of a cleared word.	_____	_____	_____
28.	HCO PL 15 Dec. 65R I	STUDENTS GUIDE TO ACCEPTABLE BEHAVIOR	_____	_____	_____
29.	HCO PL 16 May 69	COURSE ADMINISTRATION	_____	_____	_____
30.	HCOB 13 Aug. 72RC	FAST FLOW TRAINING	_____	_____	_____
31.	HCO PL 16 Mar. 72 V	WHAT IS A COURSE HIGH CRIME	_____	_____	_____
32.	ICP 24 Mar. 2011	INDEPENDENT STUDENT POINTS SYSTEM	_____	_____	_____
33.	HCO PL 19 Apr. 65	ETHICS TRAINING AND PROCESSING REGULATIONS – TECHNICAL DISCIPLINE STUDENT’S QUESTIONS	_____	_____	_____
34.	HCO PL 17 June 70RB Re-Rev. 25.10.83	KSW Series 5R TECHNICAL DEGRADES	_____	_____	_____
35.	HCO PL 16 Apr. 65 I	THE HIDDEN DATA LINE	_____	_____	_____
36.	HCO PL 14 Feb. 65 Reiss. 30.8.80	KSW Series 4 SAFEGUARDING TECHNOLOGY	_____	_____	_____
37.	HCO PL 15 Sep. 67	SUPERVISORS CODE	_____	_____	_____
38.	ESSAY:	Write an essay on each of the points in the Supervisors Code. Mock up a situation for each and tell how you would handle it. (Hand in to Supervisor after twin’s okay.)	_____	_____	_____

**SECTION VII:
TWO WAY COMM**

1.	HCOB 13 Oct. 70	COURSE SUPERVISOR CORRECTIONS	_____	_____	_____
3.	HCOB 26 Jun. 71RA II Rev. 30.11.74	W/C Series 4R TWO-WAY COMM AND THE MISUNDERSTOOD WORD	_____	_____	_____
4.	HCOB 27 Jun. 71RA Rev. 20.12.88	W/C Series 5R SUPERVISOR TWO-WAY COMM EXPLAINED	_____	_____	_____
2.	DEMO:	Demonstrate to the Supervisor the use of 2-Way Comm as by a Course Supervisor.	_____	_____	_____
5.	DRILLS:	Coach acts as a student who is having difficulty. Student as Supervisor approaches the coach and with 2WC isolates the coach's trouble and with the appropriate Sup tool (W/Cing, use of demonstration, appropriate 'mass', or handling of a skipped gradient among other aspects of Sup tech and Study tech) resolves the difficulty to	_____	_____	_____

an F/Ning student. Emphasis is on good TRs, sufficient communication from the student to determine the trouble, and the appropriate tool to resolve it.

Flunk for excessive talk about the student's 'case', or for digressing off the 2WC into something disrelated to the difficulty and the resolution of study trouble (i.e. TR4) or for failing to find and handle the coach's study trouble with standard Sup/Study tech. Flunk for any out TRs. Flunk for any 'unusual' solutions to a study trouble etc.

**SECTION VIII:
THE BASICS CONTINUED**

- | | | | | | |
|----|-----------------------------------|---|-------|-------|-------|
| 1. | HCO PL 14 Dec 70 | GROUP SANITY (Section on Training only with particular attention to paragraphs on the speed of training and toughness.) | _____ | _____ | _____ |
| 2. | HCO PL 28 Aug. 83 | SPOT CHECKS | _____ | _____ | _____ |
| 3. | HCO PL 24 Oct. 68 | SUPERVISOR KNOW-HOW
RUNNING THE CLASS | _____ | _____ | _____ |
| 4. | HCO PL 24 Oct. 68 II | SUPERVISOR KNOW-HOW
HANDLING THE STUDENT | _____ | _____ | _____ |
| 5. | HCO PL 24 Oct. 68 III | SUPERVISOR KNOW-HOW
R-FACTOR TO STUDENTS | _____ | _____ | _____ |
| 6. | HCO PL 24 Oct. 68 IV | SUPERVISOR KNOW-HOW
TIPS IN HANDLING STUDENTS | _____ | _____ | _____ |
| 7. | HCOB 30 Oct. 78R I
Rev. 3.8.83 | COURSES – THEIR IDEAL SCENE | _____ | _____ | _____ |

**SECTION IX:
METERING**

- | | | | | | |
|----|--|-----------------------------------|-------|-------|-------|
| 1. | Book: <i>Introducing the E-Meter</i> | | | | |
| | Have an E-Meter to hand while you study this book. Do the actions described in the book with your meter. The student must perform each step as called for in the book. (Refer to the owner's manual for your meter as needed.) | | | | |
| | a. | Chapter: "How the E-Meter Works" | _____ | _____ | _____ |
| | b. | Chapter: "Setting Up the E-Meter" | _____ | _____ | _____ |
| | c. | Chapter: "The Sensitivity Knob" | _____ | _____ | _____ |
| | d. | Chapter: "The Needle" | _____ | _____ | _____ |
| | e. | Chapter: "The Tone Arm" | _____ | _____ | _____ |
| | f. | Chapter: "Needle Action" | _____ | _____ | _____ |
| | g. | Chapter: "Meter Repair" | _____ | _____ | _____ |
| | h. | Chapter: "Get E-Meter Training" | _____ | _____ | _____ |

2.	Book:	<i>The Book of E-Meter Drills</i> Forward	_____	_____	_____
3.	HCOB 10 Dec. 65	E-METER DRILL COACHING	_____	_____	_____
4.	DRILL:	E-Meter Drill 1: “Touch and Let Go of the E-Meter”	_____	_____	_____
5.	DRILL:	E-Meter Drill 2: “E-Meter Familiarization”	_____	_____	_____
6.	DRILL:	E-Meter Drill 3: “Setting Up and Reading a Tone Arm Counter” (Refer to the owner’s manual for your meter as needed.)	_____	_____	_____
7.	DRILL:	E-Meter Drill 3A: “Calibration Check of the E-Meter by External Precision Resistors” (Refer to the owner’s manual for your meter as needed.)	_____	_____	_____
8.	DRILL:	E-Meter Drill 4: “Setting Up an E-Meter” (Refer to the owner’s manual for your meter as needed.)	_____	_____	_____
9.	HCOB 11 May 69R Rev. 8.7.78	METER TRIM CHECK	_____	_____	_____
10.	DRILL:	Doing a meter trim check per HCOB 11 May 69R. The coach adjusts the meter so that it is slightly out of trim before the student does the check. He than turns the meter over to the student, who dos a standard after-session meter trim check and notes down the TA position found on the check. Coach gives a flunk for any departure from the meter trim check HCOB violated. The drill is passed when the student has demonstrated he can do a standard an accurate meter trim check	_____	_____	_____
11.	DRILL:	E-Meter Drill 5RB: “Can Squeeze”	_____	_____	_____
12.	DRILL:	E-Meter Drill 6: “Handling the Tone Arm and Sensitivity”	_____	_____	_____
13.	DRILL:	E-Meter Drill 7: “Tone Arm Reading”	_____	_____	_____
14.	DRILL:	E-Meter Drill 9: “Tone Arm Motion and Body Motion”	_____	_____	_____
15.	DRILL:	E-Meter Drill 10: “Tone Arm Blowdowns”	_____	_____	_____
16.	DRILL:	E-Meter Drill 11: “Superlative Tone Arm Handling”	_____	_____	_____
17.	Book:	<i>E-Meter Essentials</i> Chapter F	_____	_____	_____
18.	HCOB 21 July 78	WHAT IS A FLOATING NEEDLE?	_____	_____	_____

19.	DRILL:	E-Meter Drill 12: "Needle Actions"	_____	_____	_____
20.	DRILL:	E-Meter Drill 14: "Needle Motion and No Motion Recognition"	_____	_____	_____
21.	DRILL:	E-Meter Drill 15: "Familiarization with Reading an E-Meter"	_____	_____	_____
22.	DRILL:	E-Meter Drill 16: "The Production of Needle Actions"	_____	_____	_____
23.	DRILL:	E-Meter Drill 17: "What Makes the E-Meter Read and Cleaning a Read"	_____	_____	_____
24.	HCOB 5 Aug. 78	INSTANT READS	_____	_____	_____
25.	DRILL:	E-Meter Drill 19: "Instant Reads"	_____	_____	_____
26.	HCOB 22 July 78	ASSESSMENT TRs	_____	_____	_____
27.	DRILL:	E-Meter Drill 21: "E-Meter Steering"	_____	_____	_____
28.	DRILL:	E-Meter Drill 24: "Assessment by Instant Read"	_____	_____	_____
29.	DRILL:	E-Meter Drill 26: "Differentiation Between Sizes of Needle Reads"	_____	_____	_____
30.	DRILL:	E-Meter Drill 27: "Needle Observation"	_____	_____	_____

**SECTION IX:
WORD CLEARING**

1.	HCOB 13 May 71	Word Clearing Series 57 STUDENT GRASP OF MATERIALS	_____	_____	_____
2.	HCOB 4 Sep. 71 II	Word Clearing Series 19 ALTERATIONS	_____	_____	_____
3.	HCOB 31 Aug. 71R Rev. 25.7.87	Word Clearing Series 16R CONFUSED IDEAS	_____	_____	_____
4.	HCOB 23 Jun. 71R Rev. 25.7.87	Word Clearing Series 1R THE SECRET OF FAST COURSES	_____	_____	_____
5.	HCOB 29 June 71RB Rev. 20.12.88	W/C Series 7RA STEPS TO SPEED STUDENT PRODUCT FLOW	_____	_____	_____
6.	HCOB 1 July 71RB Rev. 28.12.88	W/C Series 10RB SPEEDING UP A SLOW COURSE	_____	_____	_____
7.	CLAY DEMO:	Speeding up student product flow.	_____	_____	_____
8.	HCOB 1 July 71R I	Word Clearing Series 9R THE DIFFERENT WORD CLEARING	_____	_____	_____

- | | | | | | |
|-----|-----------------------------------|---|-------|-------|-------|
| 9. | HCOB 7 Oct. 81R
Rev. 30.8.83 | W/C Series 31RD
METHOD 3 WORD CLEARING | _____ | _____ | _____ |
| 10. | HCOB 22 Feb. 72RA
Rev. 8.7.74 | W/C Series 32RA
IMPORTANT – URGENT
WORD CLEARING METHOD 4 | _____ | _____ | _____ |
| 11. | HCOB 17 Aug. 72RA
Rev. 14.7.89 | W/C Series 42RA
METHOD 4 NOTES | _____ | _____ | _____ |
| 12. | DRILLS: | | | | |
| | 1. | Do Method 3 Word Clearing on another student. | _____ | _____ | _____ |
| | 2. | Do Method 4 Word Clearing on another student. | _____ | _____ | _____ |
| 13. | HCOB 21 Jun. 72 I | W/C Series 38
METHOD 5 | _____ | _____ | _____ |
| 14. | HCOB 30 Jan. 73RE
Rev. 16.5.84 | W/C Series 46RE
METHOD 9 WORD CLEARING
THE RIGHT WAY | _____ | _____ | _____ |
| 15. | DEMO: | Method 5 Word Clearing. | _____ | _____ | _____ |
| 16. | DRILL: | Do Method 9 Word Clearing on a student who needs it. | _____ | _____ | _____ |

**SECTION X:
ETHICS AND LINES**

- | | | | | | |
|----|-----------------------|--|-------|-------|-------|
| 1. | HCO PL 19 Apr. 65 | TRAINING AND PROCESSING
REGULATIONS, TECH DIVISION,
QUAL DIVISION TECHNICAL
DISCIPLINE STUDENT'S
QUESTIONS | _____ | _____ | _____ |
| 2. | HCO PL 29 Apr. 65 III | ETHICS REVIEW | _____ | _____ | _____ |
| 3. | HCO PL 5 Apr. 65 II | THE NO-GAIN-CASE STUDENT | _____ | _____ | _____ |
| 4. | HCO PL 1 July 65 I | ETHICS CHITS | _____ | _____ | _____ |

**SECTION XI:
FINAL COURSE DRILLS**

- | | | | | | |
|----|----------------|--------------------|-------|-------|-------|
| 1. | DRILLS: | | | | |
| | 1. | SUPERVISOR DRILL F | _____ | _____ | _____ |
| | 2. | SUPERVISOR DRILL G | _____ | _____ | _____ |
| | 3. | SUPERVISOR DRILL H | _____ | _____ | _____ |
| | 4. | SUPERVISOR DRILL I | _____ | _____ | _____ |
| | 5. | SUPERVISOR DRILL J | _____ | _____ | _____ |
| | 6. | SUPERVISOR DRILL K | _____ | _____ | _____ |
| | 7. | SUPERVISOR DRILL L | _____ | _____ | _____ |
| | 8. | SUPERVISOR DRILL M | _____ | _____ | _____ |

**SECTION XII:
STUDENT COURSE COMPLETION**

1. STUDENT COMPLETION:

I have completed the requirements of this checksheet and I know and can apply this material.

STUDENT ATTEST: _____ DATE: _____

I have trained this student to the best of my ability and he has completed the requirements of this checksheet and knows and can apply the checksheet data.

SUPERVISOR ATTEST: _____ DATE: _____

Only when the student has acquired these skills without question will he or she achieve the ability to properly supervisor a course room:

2. STUDENT ATTEST AT C&A:

I attest:

- a. I have exchanged for my course. _____
- b. I have studied and understand all the materials on the checksheet. _____
- c. I have done all the drills on the checksheet. _____
- d. I can produce the results required in the materials of the course. _____

STUDENT ATTEST: _____ DATE: _____

C&A: _____ DATE: _____

The student is awarded the certificate of INDEPENDENT COURSE SUPERVISOR HAT COMPLETION.

(Route this checksheet to the Course Admin for filing in the student's folder.)

Revision by
Independent Checksheet Compilations

JAL:jaw.dk