

## DATA ITEM DESCRIPTION

Form Approved  
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

## 1. TITLE

Student Guide

## 2. IDENTIFICATION NUMBER

DI-MISC-81456

## 3. DESCRIPTION/PURPOSE

3.1 The Student Guide is a detailed written guide that provides the background, scheduling, and study materials to be used by the student. It is used to orient the student to the training system and to aid the student in the acquisition of skills and knowledge required in a course of instruction.

4. APPROVAL DATE  
(YYMMDD)

950123

## 5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

F-11

## 6a. DTIC APPLICABLE

## 6b. GIDEP APPLICABLE

## 7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID is applicable to all contracts requiring the development of courseware.

7.3 This DID is related to DI-MISC-81457, Lesson Strategy Report and DI-MISC-81458, Instructor Planning Document.

## 8. APPROVAL LIMITATION

## 9a. APPLICABLE FORMS

## 9b. AMSC NUMBER

F7109

## 10. PREPARATION INSTRUCTIONS

10.1 *Format.* The student guide shall be in contractor format.

10.2 *Content.* The student guide shall include the following sections:

10.2.1 *Assignment sheet.* The assignment sheet shall identify the required reading material and pose questions on the assignments for each individual topic. Assignment sheets shall consist of:

- a. Title and identification number
- b. List of learning objectives.
- c. List of study assignment(s).
- d. Study questions written on the same skill level as the related learning objective.

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## 11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

## Block 10, Preparation Instructions (Continued)

10.2.2 *Problem sheet.* The problem sheet shall provide the student with practical problems requiring analysis and decision-making similar to those problems which may occur in the operational environment. Problem sheets shall consist of:

- a. Title and identification number.
- b. Introduction consisting of narrative statements concerning the purpose and intent of the information sheet.
- c. List of all reference documentation required to perform the task or function.
- d. Problem statements with all the data necessary to solve the problem(s).

10.2.3 *Outline sheet.* The outline sheet shall provide the student with an outline of the topic's major teaching points. Outline sheets shall allow students to follow the progress of a topic, to take notes as desired, and to retain topic information for future reference. Outline sheets shall consist of:

- a. Title and identification number.
- b. An introduction explaining the purpose and intent of the information sheet.
- c. An outline of the topic content.

10.2.4 *Student orientation.* This section shall orient the student to all aspects of the training system (*i.e.*, syllabus, command organization, base and surrounding area data) and shall consist of the following information:

- a. Overview of the purpose of the course
- b. Description of the organization (personnel, policies, roles, and relationships)
- c. Training program components (instructional features, syllabus and training sequence, media formats, security and safety features)
- d. Description of the training system operation, scheduling, student roles and responsibilities, student learning center operation procedures
- e. Instructor roles in the learning center (evaluation test procedures, student remediation process, recording of test scores, checkout procedures)
- f. Operation equipment procedures (audiovisual and training aids)
- g. Printed material
- h. Training equipment exercises
- i. Record keeping (student and instructor responsibilities)
- j. Quality control (student role and questionnaires)