

DATA ITEM DESCRIPTION

Title: STUDENT GUIDE

Number: DI-MISC-81456B

Approval Date: 20200423

AMSC Number: F10171

Limitation: N/A

DTIC Applicable: No

GIDEP Applicable: No

Preparing Activity: 11 (AFLCMC/WNSE)

Project Number: MISC-2018-009

Applicable Forms: N/A

Use/Relationship: The Student Guide is a detailed written guide that provides the background, scheduling, and study materials to be used by the student. The guide 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.

a. This Data Item Description (DID) is applicable to all contracts requiring courseware development. This DID is related to DI-MISC-81457, *Lesson Strategy Report*; DI-MISC-81458, *Instructor Planning Document*; and DI-MISC-81459, *Syllabus*. (Copies of these DIDs are available online at <https://quicksearch.dla.mil>.)

b. This DID contains the format, content, and intended use information for the data deliverable resulting from the work task described in the solicitation.

c. This DID supersedes DI-MISC-81456A.

Requirements:

1. Reference documents. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.

2. Format. Contractor format is acceptable.

3. Content. The Student Guide shall include the following sections:

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

3.1.1 Title and identification number.

3.1.2 List of learning objectives.

3.1.3 List of study assignment(s).

3.1.4 Study questions written on the same skill level as the related learning objective.

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

3.2.1 Title and identification number.

3.2.2 Introduction consisting of narrative statements concerning the purpose and intent of the problem sheet.

3.2.3 List of all reference documentation required to perform the task or function.

3.2.4 Problem statements with all the data necessary to solve the problem(s).

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3.3 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:

3.3.1 Title and identification number.

3.3.2 An introduction explaining the purpose and intent of the outline sheet.

3.3.3 An outline of the topic content.

3.4 Student orientation. The student orientation shall orient the student to all aspects of the training system (e.g., syllabus, command organization, base and surrounding area data) and shall consist of the following information:

3.4.1 Overview of the purpose of the course.

3.4.2 Description of the command organization (personnel, policies, roles, and relationships).

3.4.3 Training program components (instructional features, syllabus sequence, media formats, and security and safety features).

3.4.4 Description of the training system operation, scheduling, student roles and responsibilities, and student-learning center operating procedures.

3.4.5 Instructor roles in the learning center (evaluation test procedures, student remediation process, recording of test scores, and checkout procedures).

3.4.6 Operation equipment procedures (audiovisual and training aids).

3.4.7 Printed material.

3.4.8 Training equipment exercises.

3.4.9 Record keeping (student and instructor responsibilities).

3.4.10 Quality control (student role and questionnaires).

End of DI-MISC-81456B.