

DATA ITEM DESCRIPTIONForm Approved
OMB No. 0704-0188

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1. TITLE

Instructor Planning Document

2. IDENTIFICATION NUMBER

DI-MISC-81458

3. DESCRIPTION/PURPOSE

3.1 This document outlines the learning objectives, presentation techniques, media, and equipment for each lesson in a course. It is used to guide the instructor or to control the design of machine-implemented instructional direction.

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 courseware development.

7.3 This DID is used in conjunction with DI-MISC-81457, Lesson Strategy Report.

APPROVAL LIMITATION**9a. APPLICABLE FORMS****9b. AMSC NUMBER**

F7112

10. PREPARATION INSTRUCTIONS

10.1 *Format.* The document shall be in contractor's format.

10.2 *Content.* The document shall contain instructor information to support computer-based, interactive video and simulator instruction, and planning to support stand-up instruction. These are further described below.

10.2.1 *Section I.* This section shall provide technical data and course information to assist the instructor in the preparation of each lesson in the course.

a. *Administrative information.* Administrative information shall consist of:

- (1) Course title
- (2) Document number
- (3) Security classification
- (4) Lesson topic (listed in the training course curriculum outline)
- (5) Student allotted lesson time

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11. DISTRIBUTION STATEMENT

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

Block 10, Preparation Instructions (Continued)

- (6) Classroom and laboratory
- (7) References
- (8) Preparation instructional materials
- (9) Source documentation
- (10) Instructional aids
- (11) Preparation date
- (12) Terminal objectives
- (13) Enabling objectives
- (14) Criterion test
- (15) Student home

b. *Outline of instruction.* The body shall utilize a format that helps the instructor keep in mind what the students should gain from each activity in the lesson in terms of progress toward terminal and enabling objectives. The outline shall be developed in sufficient detail either to support stand-up instruction or to be used as the instructor's primary reference document for computer-based courseware. The document shall also provide guidance on prebrief and outbrief techniques for each lesson. At each key teaching point the outline shall list an instructor aid—that is, a reference to sources of more in-depth coverage of the point.

10.2.2 *Section II.* This section shall contain a written outline for instructor-based instructions that provides definition of—and specific direction on—learning objectives, equipment, and instructional media requirements for the conduct of student training.

a. *Administrative information.* This section shall provide the administrative information required to prepare for and conduct the lesson and shall consist of:

- (1) Course title
- (2) Course number
- (3) Curriculum
- (4) Unit
- (5) Lesson
- (6) Author
- (7) Date of preparation
- (8) Topic or task
- (9) Classification
- (10) Classroom laboratory schedule
- (11) References
- (12) Commonality
- (13) Instructional format
- (14) Instructional equipment
- (15) Instructional aids and media
- (16) Testing requirements
- (17) Supporting papers
- (18) Revision dates
- (19) Trainee instructional materials
- (20) Multiple instructor requirements
- (21) Instructional guidance
- (22) Student facility requirements
- (23) Safety precautions
- (24) Prerequisites

Block 10, Preparation Instructions (Continued)

b. *Introduction.* The introduction shall provide the main points of the topic of interest. It shall focus attention on the subject and motivate the students, relating their needs and interests to the topic. It shall consist of:

- (1) Overview
- (2) Lesson strategy
- (3) Motivation
- (4) Gain attention
- (5) Statement of the objectives
- (6) Prerequisite material review

c. *Body.* The body shall provide new instruction material sequenced to ensure the maximum transfer of knowledge and shall provide additional support for newly assigned instructional personnel. The body shall consist of:

- (1) Presentation
- (2) Outline of instruction
- (3) Instructor and student participation activities
- (4) Teaching points
- (5) Application
- (6) Evaluation
- (7) Intermediate summaries as required
- (8) Media cues
- (9) Helps
- (10) Questions
- (11) Answers to questions
- (12) Practice

d. *Conclusion.* The conclusion shall provide a summary consisting of:

- (1) Summary
- (2) Remotivation
- (3) Closure
- (4) Student assignments
- (5) Test and evaluation of objectives
- (6) Course critique (if required)

e. *Answer key.* The answer key shall provide answers to test questions.