

DATA ITEM DESCRIPTION

Title: INSTRUCTOR PLAN

Number: DI-MISC-81458B

AMSC Number: F10170

DTIC Applicable: No

Preparing Activity: 11 (AFLCMC/WNSE)

Applicable Forms: N/A

Approval Date: 20200423

Limitation: N/A

GIDEP Applicable: No

Project Number: MISC-2018-011

Use/Relationship: The Instructor Plan outlines the learning objectives, presentation techniques, media, and equipment for each lesson in a course. This plan is to be used to guide the instructor or to control the design of machine-implemented instructional direction.

a. This Data Item Description (DID) is applicable to all contracts requiring courseware development. This DID is used in conjunction with DI-MISC-81457, *Lesson Strategy Report*. (Copies of DI-MISC-81457 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-81458A.

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 Instructor Plan shall contain instructor information to support computer-based, interactive video and simulator instruction, and planning to support stand-up instruction. These are further described in the following sections, which shall include:

3.1 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 marking, as necessary, in accordance with Department of Defense Manual (DoDM) 5200.01, Volume 2, *DoD Information Security Program: Marking of Information*. (Copies of this document are available online at <https://www.esd.whs.mil/>.)
- (4) Distribution statement, in accordance with DoD Instruction (DoDI) 5230.24, *Distribution Statements on Technical Documents*. (Copies of this document are available online at <https://www.esd.whs.mil/>.)
- (5) Lesson topic (listed in the training course curriculum outline)
- (6) Student allotted lesson time
- (7) Classroom and laboratory location

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

b. Outline of Instruction. The outline shall utilize a format that helps the instructor keep in mind what the students gain from each activity in the lesson in terms of progress toward terminal and enabling objectives. The outline shall contain detail either to support stand-up instruction or to be used as the instructor's primary reference document for computer-based courseware. The outline shall also provide guidance on pre-brief and out-brief techniques for each lesson. At each key teaching point, the outline shall list an instructor aid (e.g., a reference to sources of more in-depth coverage of the point).

3.2 Section II. This section shall contain an 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) Security classification marking, as necessary, in accordance with DoDM 5200.01, Volume 2
- (10) Distribution statement, in accordance with DoDI 5230.24.
- (11) Classroom laboratory schedule
- (12) References
- (13) Commonality
- (14) Instructional format
- (15) Instructional equipment

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- (16) Instructional aids and media
- (17) Testing requirements
- (18) Supporting publications
- (19) Revision dates
- (20) Trainee instructional materials
- (21) Requirements for multiple instructors, as applicable
- (22) Instructional guidance
- (23) Student facility requirements
- (24) Safety precautions
- (25) Prerequisites

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, relate their needs and interests to the topic, and 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) Applicability of content
- (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:

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- (1) Summary of the instructional material presented in the body (3.2c. above)
 - (2) Re-motivation for the topic
 - (3) Closing comments
 - (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.

End of DI-MISC-81458B