

DEFENSE INFORMATION SCHOOL

6500 Mapes Road, Fort Meade, Maryland 20755



Mass Communication Foundations +4 Writing Training Program of Instruction

Training Effective Date: 01 October 2021

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Course Description

PURPOSE: To enhance entry-level writing techniques for members of the U.S. Armed Forces to meet the requirements of writing assignments in public affairs and visual information.

SPECIALTY AWARDED: See individual Service documentation for specialty awarded.

TRAINING METHODOLOGY: Distance Learning only

COURSE DESCRIPTION: The Mass Communication Foundations (MCF) +4: Writing course builds on the basic writing skills student learned in MCF. Students will learn and apply elements of non-fiction writing and storytelling techniques to write engaging narratives to further overall DoD themes and messaging objectives. Using a student-centered writer's workshop format, students will develop and foster the writing skills needed to communicate themes through non-fiction stories. To ensure they have credible information, students will also learn and apply research methods, interviewing and reporting techniques.

Students will focus on consistently following the writing process and developing sustainable writing skills. Instruction includes case studies, mini-lessons, and active writing sessions infused with frequent discussion, coaching and feedback, editing time, and revision sessions designed to improve students' writing skills. They will practice writing clearly and concisely with emphasis on story purpose and concept, narrative organization and structure, and applying techniques such as drawing an audience into a narrative, identifying and creating character and story arcs, and delivering satisfying conclusions. The course culminates with students writing a non-fiction narrative to engage an audience in support of DoD messages and commander's intent.

PREREQUISITES: See Army Training Requirements and Resources System (ATRRS) site: <https://www.atrrs.army.mil/atrrscc/>. School code 212.

Preface

REASON FOR NEW TRAINING: Supports tasks selected by the TTSB conducted on 30 August 2017 and affirmed in an IPR on 19 November 2020.

IMPLEMENTATION DATE: Training for this course will begin on 1 October 2019, and the distance learning delivery version will be implemented in FY22.

COURSE DATA: The annual Service input data is a projection for FY 2022.

Course	Length	Student Maximum	Student Minimum	Annual Course Cap	Number of Iterations
MCF + 4: Writing (FY22)	12 days	12	6	120	10

MANPOWER:

FY 22 Instructors required: 3

EQUIPMENT: See equipment list.

FUNDING: Any new resource and technology equipment requirements for this course, as identified in the development process, will be coordinated by the department through the Directorate of Training, Directorate of Plans and Technology, and the Directorate of Logistics for development of the funding strategy to support this course.

FACILITIES: No additional facility requirements are needed to support distance learning.

BASE OPERATING SUPPORT: There are no new billeting or messing requirements.

POC: The POC for this action is the Course Development Office, cdo@dinfos.edu

Training Task Inventory

Terminal Learning Objective	Competency (K/P)	Training Importance (High – Medium – Low)					
– Enabling Learning Objectives	Knowledge/ Performance	USA PA	USAF	USN	USMC	USCG	USA VI
Apply nonfiction storytelling techniques in support of commander's intent	P			H	H	H	
- Identify commander's intent							
- Identify audience							
- Identify story structure							
- Identify focus (angle) (theme)							
- Conduct interviews							
- Apply writing techniques							
- Conduct research							

Course Training Standard

1. This Course Training Standard applies to tasks selected and mandated by the uniformed services as listed in the TTI signed in August 2017.
2. A thorough learning analysis of these changes and the impact on the delivery of instruction has been conducted. The CDRE reflects required manpower or equipment resources.
3. This task listing provides for the development of lesson plans, training materials, student performance and progress measurements, and the TPI. It has been organized and sequenced and reflects the levels of student competency and projected instructional hours to complete task training.
4. Projected hours have been determined by each unit.

FUNCTIONAL AREA 1: NARRATIVE WRITING	COMPETENCY LEVEL
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<u>UNIT 1 NARRATIVE 1</u>	
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TLO 1 APPLY nonfiction storytelling techniques in support of commander's intent	P
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ELO 1.1 Identify commander's intent

ELO 1.2 Identify audience

ELO 1.3 Identify story structure

ELO 1.4 Identify focus (angle, theme)

ELO 1.5 Conduct interviews

ELO 1.6 Apply writing techniques

ELO 1.7 Conduct research

Unit 1 Hours: 76

FUNCTIONAL AREA 2: ADMINISTRATION
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<u>COURSE OPENING/CLOSING</u>

In-processing/Out-processing

Course Orientation

Total Unit Hours: 4
Total Course Hours: 80

Measurement Plan

1. This Measurement Plan establishes procedures for evaluating student achievement of objectives in the Media Communication Foundations (MCF) course as mandated by the Training Task Inventory (TTI) resulting from the Training Task Selection Board (TTSB) conducted in August 2017.
2. Evaluation methods. Knowledge-based tasks that support the planning or execution of a graded performance-based task may be assessed using formative assessments such as quizzes, homework, case studies, or small group learning exercises. For grading and reporting purposes, student progress is measured by the following evaluation device:
 - a. Performance examinations
3. Minimum standard. The minimum passing score for each evaluated item is 70 percent. The maximum score on a re-administered exam meeting the minimum standard is a score of 70 percent. Students must achieve a minimum passing score on each assessment before progressing in the course.
4. List of exams. All terminal learning objectives will be evaluated.
5. Recycle/Elimination. Students are not eligible for recycling. The Service is responsible for obtaining a seat in a later iteration.

Functional Area 1 – Narrative Writing				
Unit 1: Narrative Writing				Weight
Assessment		TLO Tested	Performance Outcome	
CSW 1	Performance Exam: Communication Strategy Worksheet Students will use the Communication Strategy Worksheet to identify story elements in alignment with commander's intent, and conduct the planning steps needed for writing a narrative nonfiction story.	APPLY nonfiction storytelling techniques in support of commander's intent	Students will use a CSW to IDENTIFY commander's intent, IDENTIFY audience, IDENTIFY story structure and focus for a story with a minimum grade of 70% IAW with the provided rubric.	30%
Narrative 1	Performance Exam: Narrative Writing Students will write a narrative based on their interviews to capture commander's intent and their chosen theme. Students must achieve a minimum score of 70% in accordance with the rubric.	APPLY nonfiction storytelling techniques in support of commander's intent	Students will APPLY nonfiction storytelling techniques to write a narrative in support of commander's intent, with a minimum grade of 70% IAW the provided rubric.	70 %

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