



DEPARTMENT OF DEFENSE
DEFENSE MEDIA ACTIVITY
DEFENSE INFORMATION SCHOOL
6500 MAPES ROAD
FORT MEADE, MD 20755-5620

PUBLIC AFFAIRS

MEMORANDUM FOR SUPERVISORS OF DINFOS MCF-W STUDENTS

SUBJECT: Course Requirements & Expectations

1. _____ is registered for the Defense Information School Mass Communication Foundations-Writing Course (MCF-W). The MCF-W course is conducted as an intensive 12-day non-resident course. As a non-resident (distance learning) course, MCF-W is conducted with both synchronous and asynchronous learning activities. ***These activities require each student to devote themselves full-time for the duration of the course.*** It is strongly advised that students are released from their daily work responsibilities to focus fully on the course content and assignments. All students are expected to adhere to a set schedule (e.g. not self-paced) and as such, it will require discipline and commitment on the part of the student and understanding and support by the supervisor to ensure successful completion of the course.
2. The short time frame of the course, along with the heavy workload, does not allow for any session or training day to be missed. Each student will sign a counseling statement on day one of the course stating that they understand that missing assignments or synchronous sessions will result in them being dropped from the course.
3. It can be challenging for students to balance schoolwork with their military responsibilities, families and other commitments. I encourage you and your student to sit down and discuss goals and expectations during this time. Having a mutual understanding of the course commitments and expectations will greatly enhance the student's ability to graduate this course and become a more capable public affairs professional for your organization.
4. If you have any questions about the requirements for this course, please reach out to the MCF-W Academic Director Ms. Tammie Moore at 301-677-4360 or tmoore@dinfos.edu. Thank you for supporting your student in their continued professional development.

RICHARD J. MCNORTON
Colonel, USA
Commandant

Supervisor Acknowledgement and Signature:

(Print)

(Sign)