



## Public Affairs & Communication Strategy Qualification Course Distance Learning - Course Guide



Welcome to the Public Affairs & Communication Strategy Qualification Course - Distance Learning.

Prior to the start of Functional Area 1, the PACS Director, academic director and team lead will host an information session about the PACS-Q distance learning course. All students and supervisors are encouraged to attend.

### **PACS-Q-DL-NR (Functional Area 1)**

#### TECHNICAL REQUIREMENTS & SKILLS:

To participate in this course, you need a computer and internet access. At a minimum, you need access to the following programs on the Google Suite:

- Google Docs (similar to Microsoft Word)
- Google Slides (similar to PowerPoint)

In addition, you need a PDF reader and a web browser. DINFOS recommends Google Chrome for the most efficient experience. Additionally, you must have video and audio capabilities, including a camera for face-to-face meetings and assignments.

You are expected to come to this course with basic grammar and writing skills.

#### **PARTICIPATION & ATTENDANCE**

You are expected to give your best effort throughout the course. You will be assessed by instructors and by yourself on the quality of participation and preparedness that you have demonstrated during practice and performance exams.

You are expected to check your email daily during the week and respond to instructors within one business day. Instructors are not available on weekends.

PACS-Q-DL-NR is a self-paced course within a nine-month (maximum) period from October to July. We recommend following a timeline to plan your time and ensure that you complete each module within nine months. All times are estimates and individual times may vary.

You are responsible for using the PACS-Q DL Google Site and Google Classroom. Assignments may include:

- Readings, videos and/or multimedia
- Exercises and quizzes
- Writing assignments



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All assignments in this course are individual assignments.

### NAVIGATING GOOGLE

During this course you will be assigned a dinfos.edu account (Google) and are expected to use that account to access the course's Google Suite, access course materials and complete assignments. Even if you are familiar with Google Suite, take the time to watch the Google tutorial under the **Welcome (Start Here)** tab.

### COURSE TOOLS & FUNCTIONS

- **Google Site (PACS-Q-DL):** This Google Site has all the content you must review (in order).
- **Google Classroom:** You are required to submit all assignments to their designated locations in Google Classroom. There you will find the exercise/exam instructions and grading rubrics.
- **Pear Assessment:** Some units have a Knowledge Check Quiz. To pass the quiz, you must achieve at least 70%. These quizzes are conducted through Pear Assessment.
- **AP Stylebook Online:** You will use this online tool during Module 4. The DINFOS Library provides you with access during the course. You'll receive two emails; one from the DINFOS librarian notifying you that access has been provisioned and a second from the AP Stylebook Online with instructions for activating your account and accessing the online tool.

### **PACS-S DL-R (Functional Area 2)**

### PRIOR TO ARRIVAL

Student communication with DINFOS prior to arrival always starts with the registrar's office (dma.meade.dinfos.list.registrar@mail.mil). Students with service-specific or course-related questions will be directed to the appropriate points of contact at the school if the question cannot be answered by the registrar.

Ensure the following are completed by your report date.

- Prepare for any service-specific requirements.
- Send requests for reasonable accommodations to DINFOS **30 days prior** to the course start date. See REASONABLE ACCOMMODATIONS section below.
- Pack appropriate uniforms and attire. (There is a military clothing and sales store at the Fort Meade Exchange.) See UNIFORM AND CLOTHING REQUIREMENTS section below.



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### REASONABLE ACCOMMODATIONS

The reasonable accommodation process begins when an employee, applicant or representative requests, due to a disability, an adjustment or modification enabling a person to perform the essential functions of a position. If a student requires reasonable accommodations, please inform the registrar ([dma.meade.dinfos.list.academic-records@mail.mil](mailto:dma.meade.dinfos.list.academic-records@mail.mil)) **30 days prior to arrival** so the registrar's office can work with the public affairs and communication strategy and logistics directorates to provide necessary resources on Training Day.

### ARRIVALS:

The report date is not the same as the course start date. The report date is one day prior to the course start date. Upon reporting, students will check in with their respective detachments (listed below) for initial accountability.

### LATE ARRIVALS:

Students arriving late risk losing their reservations to people on the standby list. If you are going to be late, contact the registrar's office at 301-677-4343.

### DURING THE CLASS:

Normal classroom hours are 8:55 a.m. to 4:30 p.m. There are no evening or weekend classroom hours; however, students may have class assignments that require attention after 4:30 p.m. on school days and on weekends. Students should plan on spending approximately two to three hours each weekday, after class, on homework and reading. There are no evening or weekend classroom hours; however, students may have to work over the weekend to fulfill some class requirements.

### ABSENCE POLICY:

Absences for non-emergency, personal reasons are not normally approved. Clear your schedule now. Absence requests will be reviewed individually and granted for emergencies only. Refer to the course syllabus for more details on the official school policy.

### KEY COURSE EVENTS:

Graduation is scheduled for mid-day on the final day of the course, and it is a mandatory formation. Do not schedule your return flight any earlier than 1700 the day of graduation. You will not be released early to accommodate a flight booked prior to 1700. In-person guests for graduation must be pre-coordinated with your lead instructor. The graduation ceremony will be live-streamed for family and friends who cannot attend in-person.



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### TECHNOLOGY REQUIREMENTS

You are encouraged to bring a computer, although that is not required. If you do bring a computer, it should be loaded with Microsoft Word, PowerPoint and a browser (preferably Google Chrome). You will be provided a DINFOS-issued laptop on Day 1. Wi-Fi will be available. We will use Google Suite for communication between instructors and students.

### UNIFORM AND CLOTHING REQUIREMENTS

Officers and senior enlisted personnel are role models for junior students in appearance and conduct. Military students are expected to comply with service regulations with respect to uniforms and appearance, and will observe the DINFOS policy of wearing the Class B uniforms or service equivalents on the last Friday of the month. Civilians are expected to be professional in their appearance.

Army students: please bring full APFU (shorts, t-shirt, white/black socks and sneakers, jacket and pants).

#### For daily wear:

- All services: Duty uniforms, i.e. Army and Air Force OCPs and Navy NWUs. Flight suits are not authorized at DINFOS.
- Civilians: Business casual.

#### For graduation:

- All services: DINFOS Uniform policy is that all graduating military students in a formal graduation ceremony must wear their service Class A uniform.
- Civilians: Business casual.

### REPORTING TO SERVICE DETACHMENTS

#### Army:

Bldg. 8606, 6th Armored Cavalry Rd.

Phone: 301-677-6167

<https://www.dinfos.dma.mil/Student-Info/Service-In-processing/Army/>

#### Navy:

Bldg. 8479, 6th Armored Cavalry Rd.

Phone: 301-677-6260/6283/6287

[www.dinfos.dma.mil/Student-Info/Service-In-processing/Navy/](http://www.dinfos.dma.mil/Student-Info/Service-In-processing/Navy/)

#### Marine Corps:

Bldg. 8545, 6th Armored Cavalry Rd.



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Phone: 301-677-7662/5188

[www.dinfos.dma.mil/Student-Info/Service-In-processing/Marines/](http://www.dinfos.dma.mil/Student-Info/Service-In-processing/Marines/)

### **Air Force:**

Bldg. 8478, 6th Armored Cavalry Rd.

Phone: 301-677-5053/5039/5055

[www.dinfos.dma.mil/Student-Info/Service-In-processing/Air-Force/](http://www.dinfos.dma.mil/Student-Info/Service-In-processing/Air-Force/)

Coast Guard:

Bldg. 8545, 6th Armored Cavalry Rd.

Phone: 510-890-6086

<https://www.dinfos.dma.mil/Student-Info/Service-In-processing/Coast-Guard/>

### TRANSCRIPTS

See <https://www.dinfos.dma.mil/REGISTRAR/Transcripts/> for information about transcripts.

### QUESTIONS

For questions regarding orders, billeting, Army weigh-ins, lodging, student det in-processing, rental cars, healthcare, dining facility, pay, etc., please work with your training POC in your organization. You can also contact the DINFOS Registrar at [dma.meade.dinfos.list.registrar@mail.mil](mailto:dma.meade.dinfos.list.registrar@mail.mil) to provide further guidance.

***Strength Through Truth***