

DEFENSE INFORMATION SCHOOL

6500 Mapes Road, Fort Meade, Maryland 20755



Mass Communication Foundations +4 Writing Training Program of Instruction

Training Effective Date: 01 October 2019

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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: Resident 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.

IMPLEMENTATION DATE: Training for this course will begin on 1 October 2019, and will be submitted to the appropriate accreditation agencies upon TPI approval by the Commandant.

COURSE DATA: The annual Service input data is a projection for FY 2020.

Course	Length	Student Maximum	Student Minimum	Annual Course Cap	Number of Iterations
MCF + 4: Writing (FY20)	10 days	24	12	96	4
MCF + 4: Writing (FY21)	10 days	24	12	120	5

MANPOWER:

FY 20 Instructors required: 2

FY 21 Instructors required: 2

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 and the Directorate of Logistics, as well as the Chief Engineer and Chief of Information Technology (as appropriate) for development of the funding strategy to support this course.

FACILITIES: Resident iterations will be conducted in available classrooms.

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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UNIT 1 NARRATIVE 1

TLO 1 APPLY nonfiction storytelling techniques in support of commander's intent

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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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COURSE OPENING

- DINFOS In-processing
- Course Orientation

Total Unit Hours: 2

COURSE CLOSING

- Gear turn-in
- Out-processing

Total Unit Hours: 2
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 %

Course Design Resource Estimate

COURSE DATA:

Programmed Annual Input (FY20)

USA – 0 (0 %) USMC – 78 (81.25%)
 USCG – 12 (12.5%) USN – 6 (6.25%)
 USAF – 0 (0%)

Course Length – 10 days
 Total TPI Hours - 80
 Annual Iterations - 4
 Max. Annual Output – 96

Direct Instructional Activities (FY 20)

CURRICULUM BREAKOUT (FY20)				
Type of Training	Students	Instr Req	TPI Hours	ICH
Administration (AD)	24	2	4	8
Lecture (L) *	24	3 *	1	3
Demonstration (D)	24	4	13	52
Practice Exercise (PE)	24	6	27	162
Performance Exam (EP)	24	6	35	210
TOTALS			80	435
INSTRUCTOR COMPUTATION:				
Total Instructor Contact Hours				435
Projected # Iterations				4
Annual Instructor Contact Hours (ICH)				1740
Supervision, Preparation and related Duties Factor				1.26
Factored Annual Instructor Hours				2192.40
Monthly Instructor Hours				182.70
Computational Value				145
Instructors Required				1.26

* Instructor/student ratio of 1:8 for lecture required to support 55% active learning activities in non-traditional lecture methodology.

Additive Computation for Instructor Non-Contact Hours per Iteration (FY 20) **

Instructional Support	# Events	Avg Time per Event (in hours)	Hours/Iteration
Narrative Writing Grading	2*	1	2
Total hours per student			2
# Students			24
# hours/iteration			48
# of Iterations per fiscal year			4
Total additional instructor hours per fiscal year			192
Full-Time Equivalent Hours (FTE)			1940
Instructors required for Non-Contact Hour Activities			.09896
ICH Instructors required			1.575
ITRO Rounding			2

* Includes homework writing assignments

** Indirect Instructional Contact addresses grading activity outside the scope of and away from normal classroom activities.

RECOMMENDED INSTRUCTOR REQUIREMENTS BY SERVICE:

	Programmed Annual Input (From SMDR)	Percentage	Recommended Instructor Requirement by Service
USA:	0	0%	0
USAF:	0	0%	0
USN:	6	6.25%	0.125
USMC:	78	81.25%	1.625
USCG:	12	12.5%	0.25

COURSE DATA:

Programmed Annual Input (FY21)

USA – 25 (22.1%) USMC – 70 (61.9%)
 USCG – 12 (10.6%) USN – 6 (5.3%)
 USAF – 0 (0%)

Course Length – 10 days
 Total TPI Hours - 80
 Annual Iterations - 5
 Max. Annual Output – 120

Direct Instructional Activities (FY 21)

CURRICULUM BREAKOUT (FY21)				
Type of Training	Students	Instr Req	TPI Hours	ICH
Administration (AD)	24	2	4	8
Lecture (L) *	24	3 *	1	3
Demonstration (D)	24	4	13	52
Practice Exercise (PE)	24	6	27	162
Performance Exam (EP)	24	6	35	210
TOTALS			80	435
INSTRUCTOR COMPUTATION:				
Total Instructor Contact Hours				435
Projected # Iterations				5
Annual Instructor Contact Hours (ICH)				2175
Supervision, Preparation and related Duties Factor				1.26
Factored Annual Instructor Hours				2740.5
Monthly Instructor Hours				228.375
Computational Value				145
Instructors Required				1.575

* Instructor/student ratio of 1:8 for lecture required to support 55% active learning activities in non-traditional lecture methodology.

Additive Computation for Instructor Non-Contact Hours per Iteration (FY 21) **

Instructional Support	# Events	Avg Time per Event (in hours)	Hours/Iteration
Narrative Writing Grading	2*	1	2
Total hours per student			2
# Students			24
# hours/iteration			48
# of Iterations per fiscal year			5
Total additional instructor hours per fiscal year			240
Full-Time Equivalent Hours (FTE)			1940
Instructors required for Non-Contact Hour Activities			.1237
ICH Instructors required			1.575
ITRO Rounding			2

* Includes homework writing assignments

** Indirect Instructional Contact addresses grading activity outside the scope of and away from normal classroom activities.

RECOMMENDED INSTRUCTOR REQUIREMENTS BY SERVICE:

	Programmed Annual Input (From SMDR)	Percentage	Recommended Instructor Requirement by Service
USA:	25	22.1%	0.442
USAF:	0	0%	0
USN:	6	5.3%	0.106
USMC:	70	61.9%	1.23
USCG:	12	10.6%	0.212

Classroom and Equipment Requirements

Light Classroom Equipment	# Per Classroom	# Concurrent Iterations	
Wireless Interface for Mobile Device (ie: Apple TV)	1		
Projector, Overhead w/remote	1		
Screen, Projection	1		
Monitor, Interactive	1		
Keyboard and Mouse, Wireless (for overhead)	1		
Laser Printer, 8.5 x 11 Paper	1		
Student Desk/Chair, Ergonomic	24		
(l) Computer Workstation, w/color monitor 22" (dual) or equivalent large monitor	1		
(l) Docking station, w/color monitor 22" (dual) or equivalent large monitor	2		
(l) Table and Chair, Ergonomic	2		
(l) Tablet or Laptop (w/approved apps)	2		
Instructor Software Light Classroom			
Google G-Suite	1		
Internet Browsers	1		
Microsoft Office	1		
Student Hardware	# Per Student		
Tablet or laptop w/approved Apps	1		
Recorder, Voice	1		

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