

CURRICULUM DEVELOPMENT

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3000. COURSE DESIGN

1. General. References (a) through (e) define the parameters of formal school course analysis and design. The information contained in this chapter is provided to assist in implementing the Systems Approach to Training (SAT).

2. Systems Approach to Training. The Systems Approach to Training (SAT) provides an orderly process for gathering and analyzing job performance requirements, selecting areas for instruction, preparing and conducting instruction, and evaluating and improving the effectiveness of a training program.

a. Individual Training Standards (ITS) / (T&R Event Codes) precisely identify the performance that will be required at the conclusion of training. The SAT provides a mechanism for translating these standards into learning objectives, preparing and conducting instruction to ensure the objectives are accomplished, measuring the validity and success of the program once completed, and instituting necessary revisions or modification for continued improvement.

b. All formal courses of instruction will be designed and revised per References (a) and (b).

c. All forms and documentation used in instructional design and development and related validation data will be retained on file as long as the particular course remains in effect.

d. AAS policy interpretation of the SAT will be under the cognizance of the Curriculum Development Section. Requests for clarification will be submitted to the Instructional Systems Specialist. Any policy guidance received directly from other commands will be forwarded to the Curriculum Development Section for review prior to implementation.

e. All correspondence arriving at or originating within the Command and dealing with AAS courses will be forwarded via the Battalion Commander. This includes course documentation submitted to higher headquarters for review and approval and all related letters of approval or action.

3001. COURSE DESCRIPTIVE DATA

1. General. The Course Descriptive Data (CDD) is an element of a Program of Instruction. The course descriptive data provides a detailed summary of the course including instructional resources, class length, and curriculum breakdown. The course descriptive data provides the justification and documentation for development or refinement of formal POIs taught at Marine Corps formal schools.

2. Preparation. Enclosure (4) of Reference (b) contains an example of the required course descriptive data format. The Curriculum Development Section prepares course descriptive data using the Marine Corps Automated Instructional Management System software. When there are differences encountered between Reference (b) and MCAIMS in course descriptive data development, the MCAIMS method will be utilized. Course descriptive data will be forwarded to TECOM in both hardcopy and electronic format.

3. New Course. The complete course descriptive data must be submitted for approval except as designated by reference (b) relative to new courses being proposed for implementation. Upon course descriptive data approval the

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Curriculum Development Section will develop a corresponding POI and submit it to TECOM via the Battalion Commander for review and approval within 90 days. The submission will include a cover letter, the course descriptive data, and a completed Instructor Computation Worksheet. The cover letter will list the proposed course descriptive data and the Instructor Computation Worksheet as enclosures.

4. Course Revision. The vehicle for proposing implementation of course changes is submission of a revised Course Descriptive Data. Proposed changes to any course descriptive data elements must be approved by TECOM before the change may be implemented in the Program of Instruction. Revised course descriptive data submission procedures are the same as a new course except the cover letter should contain specific justification for each proposed course descriptive data component revision.

3002. PROGRAM OF INSTRUCTION

1. General. The Curriculum Development Section is responsible for the development, review, and revision of POIs for designated courses approved for presentation by the Commandant of the Marine Corps. The respective Course Supervisor will be responsible for POI implementation.

2. Preparation. Enclosure (5) of Reference (b) contains an example of the required POI format. The Curriculum Development Section will develop POIs using MCAIMS software. When there are differences encountered between Reference (b) and MCAIMS in POI development, the MCAIMS method will be utilized. Individual training standards, as specified in the approved Marine Corps Order, and the corresponding course descriptive data will provide the basis for a POI. POIs will be forwarded to TECOM in electronic format. The Curriculum Development Section will ensure proper format and staffing within the Assault Amphibian School Battalion.

3. Annual Review. POIs will be reviewed internally via a local Course Content Review Board. A POI may be reviewed prior to the scheduled annual review if the number and/or urgency of proposed changes warrants a more immediate review.

4. Mandatory TECOM Review. Every three years a CCRB will be conducted and a revised POI submitted to TECOM for review and approval unless otherwise directed by higher headquarters.

5. American Council on Education. Upon TECOM approval of a POI, the Curriculum Development Section will coordinate with TECOM to ensure the American Council on Education (ACE) receives a copy of the new document. ACE assigns College accreditation for the course of instruction. These credits can be used to attain college degrees.

6. Changes to POI. Changes to a POI will be made via a Course Content Review Board and then forwarded to the Battalion Commander for approval. The reason for requesting the change should be explained in detail and should be accompanied by supporting documents such as updated Technical Manuals, completed After Instruction Reports (AIR), or End of Course Critiques. The Battalion Commander must approve POI changes before the change may be implemented or entered into the working copy of the POI.

3003. MASTER LESSON FILE

1. General. A Master Lesson File (MLF) is a compilation of documents that make up the materials necessary to conduct an individual period of instruction. A MLF

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is a living document containing items that can be accessed for revision, subject to review by the Instructional Systems Specialist and approval by the Battalion Commander. Additionally, a MLF serves as the master copy of all instructional and support materials for a period of instruction. All copies of materials made for distribution will be made from the master MLF. An approved, up-to-date MLF will be maintained in the Curriculum Development Section for each non-examination concept card in a POI.

2. Master Lesson File Approval. The quality and content of a MLF is validated through a series of checklists. All checklists will be completed by the Subject Matter Expert and subsequently referred to throughout the review and approval process. If an unfavorable response is provided for any item, a MLF should not be forwarded unless a reasonable explanation can be provided. Such explanations will be recorded in the appropriate checklist Comments and Remarks section.

a. The final authority for approving a MLF resides with the Battalion Commander. The Approval Sheet documents the review and ultimate approval of each MLF. The four personnel who must review and sign each MLF are the Subject Matter Expert, Course Supervisor, Instructional Systems Specialist, and the Battalion Commander.

(1) Subject Matter Expert (SME). The SME, working closely with a Curriculum Developer, assists in creating the Learning Analysis Worksheet (LAW), Learning Objective Worksheet (LOW), concept card, Lesson Plan (LP), student outlines, and training aids for a period of instruction. The SME assists the Curriculum Developer in compiling the Master Lesson File (MLF) and using the checklists to accurately assess MLF quality, completeness, and instructional soundness. Once the SME and Curriculum Developer are confident that the MLF is correct, complete, and conforms to doctrine, the SME signs the Approval Sheet and forwards the MLF to the Course Supervisor.

(2) Course Supervisor. The Course Supervisor reviews the contents of the MLF and using the checklists, ensures that it is correct, complete, and instructionally sound. Once the Course Supervisor is satisfied that the MLF appropriately presents the period of instruction, the Course Supervisor signs the Approval Sheet and forwards the MLF to the Instructional Systems Specialist.

(3) Instructional Systems Specialist. The Instructional Systems Specialist ensures that the MLF is properly assembled, instructionally sound, and appropriately presents the period of instruction. Once the Instructional Systems Specialist is satisfied, he signs the Approval Sheet and forwards the MLF to the Battalion Commander.

(4) Battalion Commander. The Battalion Commander ensures that the entire MLF is instructionally sound and appropriately presents the period of instruction. Once the Battalion Commander is satisfied, he signs the Approval Sheet approving the MLF. Upon final MLF approval, appropriate copies will be made to support instruction in the training unit. Once these copies are produced, the MLF is forwarded to the Curriculum Development Section to be filed.

3. Revision and Review of a Master Lesson File. Each MLF will be updated or revised, as required, based upon feedback from IRFs, End of Course Critiques, and AIRs. Changes in doctrine or reference publications may also require the MLF to be updated or revised.

a. MLF Revision Procedure. The respective instructional section is responsible for revising the contents of a MLF. When significant changes

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affecting the conduct of a period of instruction are made, the MLF must be resubmitted for approval in accordance with the process outlined above. A significant change is one involving a doctrinal change, discovery of doctrinal inaccuracy, or any safety procedure that could endanger personnel.

b. MLF Review. Each component of the MLF is reviewed for proper assembly, completeness, instructional soundness, and appropriate presentation of the period of instruction in conjunction with the CCRB.

4. Elements and Structure of a Master Lesson File. The following are the required elements listed in sequential order in which each appears within a properly constructed AAS Master Lesson File. Current copies of the checklists or a sample MLF may be requested from the Curriculum Development Section.

a. Approval Sheet. The Approval Sheet is the first page in all MLFs and provides MLF review and approval documentation. MLF approval requires four signatures.

b. Table of Contents. The Table of Contents is the second page. Each MLF will be contained in a separate binder. Each binder will be broken into separate sections as prescribed in the Table of Contents.

c. Record of Changes. The Record of Changes sheet is the third item and is used to document any changes made to the MLF. The Battalion Commander will use the Record of Changes sheet to document the annual review of the MLF.

d. Master Lesson File Checklist. The MLF Checklist should be referred to throughout the review and approval process.

e. Individual Training Standard / T&R Event Code. The ITS Task / T&R Event Code from the current Marine Corps Order is next. The ITS task / T&R event should be photocopied from the current order.

f. Learning Analysis Worksheet Checklist. This Checklist should be completed by the Subject Matter Expert and subsequently referred to throughout the review and approval process.

g. Learning Analysis Worksheet. A printed copy of the Learning Analysis Worksheet(s) should be produced from MCAIMS.

h. Learning Objective Worksheet Checklist. The Learning Objective Worksheet and Examination Checklist should be completed by the Subject Matter Expert and subsequently referred to throughout the review and approval process.

i. Learning Objective Worksheet. A printed copy of the Learning Objective Worksheet(s) should be produced from MCAIMS.

j. Test. Test items must correspond with those printed on the Learning Objective Worksheet(s). Photocopies of all forms of written tests should be filed in the MLF along with their respective answer key. Printed copies of performance test items should be produced from MCAIMS. Sometimes the MCAIMS generated performance test does not meet evaluator needs. Should this occur, refer to Appendix B-8 for the performance examination checklist format.

k. Concept Card Checklist. The Concept Card Checklist, Appendix B-9 should be completed by the Subject Matter Expert and subsequently referred to throughout the review and approval process.

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l. Concept Card. The Concept Card is printed and a copy of the Concept Card should be produced from MCAIMS.

m. Lesson Plan Checklist. The Lesson Plan Checklist, Appendix B-10 to B-12, should be completed by the Subject Matter Expert and subsequently referred to throughout the review and approval process.

n. Lesson Plan. The Lesson Plan is printed and a disk copy of the lesson plan should be maintained in the MLF. See Appendix B-13 to B-15 for the lesson plan template.

o. Student Outline Checklist. The Student Outline Checklist, Appendix B-20, should be completed by the Subject Matter Expert and subsequently referred to throughout the review and approval process.

p. Student Outline. The Student Outline should contain all the information in the lesson plan except for the instructor's notes, time cues, media cues, review and questions. See Appendix B-21 for the student outline template.

q. Media and Training Aids Checklist. The Media and Training Aids Checklist, Appendix B-22, should be completed by the Subject Matter Expert and subsequently referred to throughout the review and approval process.

r. List of Media and Training Aids and their Location. Actual or representative copies of media and training aids should be developed, printed, or photocopied and inserted into the MLF. Media and training aids that are not practical for inclusion in the MLF may be omitted. A disk copy of appropriate media and training aids should be maintained in the MLF.

s. Instructional Rating Form (IRF). The Instructional Rating Form is provided in Appendix B. One blank copy will be maintained in the MLF as a master to be copied and used during each period of instruction.

At a minimum, five students will complete an IRF during each period of instruction. The completed IRFs will be included in the After Instruction Report. Additional information is provided in Chapter 5 of this SOP.

t. Instructional Rating Form Recap Sheet (IRF Recap). An IRF Recap sheet is provided in Appendix B. One blank copy will be maintained in the MLF as a master to be copied and used after each period of instruction. The completed Recap sheet will be attached to all IRFs for each individual class. These IRF Recap Sheets (w/attached IRFs) will be included in the AIR.

3004. COURSE CONTENT REVIEW BOARD

1. Official Course Content Review Boards will be held with AAS and Operating Forces participation, and will be conducted as directed by TECOM, every three years, or as required to update curriculum. Internal or preliminary CCRBs can be held locally as needed.

2. Preliminary CCRBs can be held by course SMEs and will be chaired by the Instructional Systems Specialist. The board will consist of selected members (instructors, school supervisory personnel) who will review POI content. Members of a CCRB are responsible for ensuring instruction, course content, course descriptive data, and the POI are accurate and current.

3. Sources of information for CCRBs will include internal and external evaluation data, test results, comments provided by higher headquarters, or any other compelling information as determined by the Commanding Officer.

4. Official CCRBs will be conducted formally in accordance with MCO 1553.2a. A formal Record of Proceedings (ROP) will be developed containing comments and recommendations, as appropriate. The ROP will be endorsed by all board members and forwarded to TECOM via the Battalion Commander. Approved minutes will be maintained on file in the Curriculum Development Section.

3005. HISTORICAL FILES. The Curriculum Development Section will maintain copies of outmoded/old curriculum materials in a historical file for a period of up to three (3) years. Such curriculum materials include Course Descriptive Data, POIs, lesson plans, and student outlines. These materials will be used as reference or for general information.

3006. REFERENCE PUBLICATIONS. The Curriculum Development Section will maintain a publication library containing a copy of each reference listed in each of the School's approved POIs. Although a reference may be cited in more than one POI, it is only necessary to maintain one copy of the reference in the library. If a reference is not on-hand, documentation showing that the publication has been requested from the appropriate authority must be on file.

3007. MOBILIZATION. In the event of mobilization or when directed by TCOM, AAS will operate on accelerated class and training schedules. Every effort should be made to maintain the quality of instruction/training while minimizing non-academic hours. Mobilization lesson plans can be found in Curriculum Development.