

# Curriculum Development Department: Student Objectives

## Purpose

- A common process across teams that will successfully integrate students to Raytheon's Curriculum Development Team.

## Process

- Discuss student objectives
- Review student schedule (below)
- Discuss assumptions

## Objectives

1. Test a course at three phases
  - Beta
  - Functionality
  - Platform
2. Participate in the initial course meeting
3. Assist with the development of course documents
  - Project Plan
  - Design
  - Scope
  - Storyboards
4. Develop a course
  - Gain course insight
    - Review existing course if possible
    - Review level 1 data
  - Learn a LCMS (Learning Content Management System)
  - Upload graphics
  - Edits to course documents such as, Scope Document
  - Develop post-test questions
5. Complete Narration tasks
  - Access narration from storyboards
  - Revise script
  - Send to vendor
  - Review narration
  - Edit narration
6. Submit course to be tested
  - Learn how to use a discrepancy report
  - Make revisions
7. Participate in the pilot

## Assumptions

- The student understands expectations prior to accepting the position.
- During the internship, the student will complete the versatility tasks associated with the course development tasks.
- A course that is ready for development will be assigned to a student at the beginning of the internship.
  - If the team cannot meet the needs of the student, wait for an appropriate time to recruit.

## Student Schedule in Curriculum Department

First Month	Second Month	Third Month	Fourth Month	Fifth Month	Sixth Month
<p><b>1 Learn how to test a course</b></p> <ul style="list-style-type: none"> <li>• Beta</li> <li>• Functionality</li> <li>• Platform</li> </ul> <p><b>Versatility Chart Tasks</b></p> <p>Program Orientation Process Orientation</p> <p>Attend Curr Status Meeting *Review - Style Guide *View identified WBT courses</p> <p>Learn the network drive</p>	<p><b>2 Develop documents</b></p> <ul style="list-style-type: none"> <li>• Design</li> <li>• Project Plan</li> <li>• Scope</li> </ul> <p><b>Versatility Chart Tasks</b></p> <p>MS Project *Develop Design Models and/or Graphic Template Seminars Introduce media types</p> <p>Level of Interactivity</p>	<p><b>3 Attend kick-off meeting</b></p>	<p><b>4 Develop a course</b></p> <ul style="list-style-type: none"> <li>• Review with customer</li> <li>• Incorporate edits</li> <li>• Learn a LCMS</li> <li>• Update</li> <li>• Edits to course documents</li> </ul> <p><b>5 Develop posttest questions</b></p> <p><b>6 Complete Narration tasks</b></p> <ul style="list-style-type: none"> <li>• Access narration</li> <li>• Revise script</li> <li>• Send to vendor</li> <li>• Review narration</li> <li>• Edit narration</li> </ul> <p><b>Versatility Chart Tasks</b></p> <p>Test Writing Workshop Advisor MCCOT Training Introduce media types</p>	<p><b>7 Submit course to be tested</b></p> <ul style="list-style-type: none"> <li>• Learn how to use discrepancy report</li> <li>• Make revisions</li> </ul> <p><b>8 Participate in a pilot</b></p>	

\*Tasks may continue throughout the internship