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COURSE SYLLABUS

T3-I



COURSE SYLLABUS — T3-I: INSTRUCTOR CERTIFICATION

Maven Smart System (MSS) — USAREUR-AF

HEADQUARTERS
UNITED STATES ARMY EUROPE AND AFRICA
(USAREUR-AF)
Wiesbaden, Germany

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MAVEN SMART SYSTEM (MSS) — USAREUR-AF

Field	Detail
Level	T3-I (Instructor Certification — Phase 1 Classroom)
Duration	5 days (40 hours) — Phase 1 only; Phase 2 (Practicum) scheduled separately
Prerequisite	TM-30, Advanced Builder (Go on file); C2DAO Training OIC selection
Audience	C2DAO-selected instructor candidates, personnel designated for the MSS instructor pipeline
Format	Seminar + lab + microteaching + evaluation calibration
Location	C2DAO Training Facility or designated MTT location

BLUF: T3-I Phase 1 transforms a qualified MSS operator into a qualified MSS instructor candidate. After this course you can facilitate labs, manage mixed classrooms, administer Go/No-Go evaluations to standard, diagnose the top 10 common trainee errors, and deliver a satisfactory microteaching block. Phase 1 graduates proceed to Phase 2 (Supervised Practicum) before receiving independent instructor certification.

LEARNING OBJECTIVES

#	Objective
1	Apply adult learning principles (andragogy, Kolb cycle, scaffolding) to the design and delivery of MSS technical training
2	Execute a complete pre-course checklist for any TM-10 through TM-30 course, including environment verification, account provisioning, and materials preparation

#	Objective
3	Walk through every TM-10, TM-20, and TM-30 lab exercise from the instructor seat — knowing every step, expected outcome, and common failure mode
4	Diagnose and resolve the 6 pre-staged environment failures without external assistance
5	Calibrate Go/No-Go scoring: given a recorded trainee performance, score a T&EO independently and reach consensus with other evaluator candidates
6	Deliver a 20-minute microteaching block demonstrating satisfactory performance on at least 5 of 7 instructor observation criteria (hard No-Go on Technical Accuracy or Evaluation Fidelity)
7	Design a check-on-learning question set for a provided lesson block that tests comprehension at multiple levels (recall, application, analysis)
8	Identify and apply the correct intervention for each of the top 10 common trainee errors cataloged by course level
9	Conduct No-Go counseling: deliver a No-Go result with specific, documented deficiency and a remediation plan
10	Explain the instructor tier structure, SME designation criteria, and the Phase 2 practicum requirements

PRE-COURSE CHECKLIST

Complete 10+ duty days before Day 1:

- Confirm TM-30 Go on file with C2DAO
- Confirm C2DAO Training OIC selection memorandum on file
- Read CONCEPTS_GUIDE_T3I_INSTRUCTOR_CERTIFICATION (complete before Day 1) — approximately 2 hours
- Read FDP §2-1 (Instructor Qualification Standards) and §6-1 (Instructor Performance Standards)
- Review TM-10 Lesson Plans ([training_management/lesson_plans/TM10/TM10_LESSON_PLANS.md](#)) — familiarize yourself with the block structure
- Verify instructor-level MSS account access (Builder + training environment admin)

DAILY SCHEDULE

Day 1 — Foundations of MSS Instruction

Time	Block	Method	Content
0800–0830	—	Brief	T3-I overview; instructor tier structure; what certification means; Phase 1 and Phase 2 explained
0830–1000	1	Seminar	Adult learning principles: andragogy (Knowles), experiential learning cycle (Kolb), scaffolding — applied to MSS instruction
1000–1015	—	Break	
1015–1200	2	Seminar	Army instructional methodology: TLO/ELO structure, TCS framework (TP 350-70-3 context), methods of instruction (LEC/DIS/LAB/WKS/EVAL) — when to use each
1200–1300	—	Lunch	
1300–1430	3	Lab	MSS training philosophy: lab-dominant instruction, the 75% rule, the demonstration-practice-feedback loop; exercise design walkthrough
1430–1445	—	Break	
1445–1600	4	Lab	Pre-course checklist execution: walk through the universal pre-course checklist; environment verification procedures; account provisioning coordination
1600–1700	5	Seminar	Instructor performance standards: the 7 observation criteria (FDP §6-1); hard No-Go criteria; what an observation report looks like

Evening reading: T3-I Course Content, Chapters 4–5 (Platform Deep-Dive, Lab Facilitation).

Day 2 — Platform Deep-Dive for Instruction

Time	Block	Method	Content
0800–0830	—	Review	Day 1 questions; adult learning principles quick quiz (formative, not graded)

Time	Block	Method	Content
0830–1030	6	Lab	TM-10 full exercise walkthrough from instructor seat: every step, every expected outcome, every common failure point
1030–1045	—	Break	
1045–1200	7	Lab	TM-20 full exercise walkthrough from instructor seat: pipeline building, Workshop, governance — instructor-level troubleshooting
1200–1300	—	Lunch	
1300–1500	8	Lab	TM-30 full exercise walkthrough from instructor seat: Ontology design critique, AIP Logic configuration, Quiver linked views
1500–1515	—	Break	
1515–1630	9	Lab	Environment failure diagnosis: 6 pre-staged failures (CAC auth, expired account, wrong environment, missing project access, stale data, pipeline schema change) — diagnose and resolve each
1630–1700	10	Lab	T&EO scoring calibration: watch 2 recorded trainee performances; score independently; compare and discuss discrepancies; establish common standard

Evening reading: T3-I Course Content, Chapter 6 (Assessment and Evaluation).

Day 3 — Lab Facilitation and Error Management

Time	Block	Method	Content
0800–0830	—	Review	Day 2 questions; environment troubleshooting review
0830–1000	11	Seminar	Facilitation techniques: circulation patterns, the help gradient, time management, dead time elimination
1000–1015	—	Break	
1015–1130	12	Lab	Simulated lab facilitation rotation: each candidate facilitates a 15-minute lab segment with role-players simulating mixed skill levels; peer and instructor feedback
1130–1200	13	Seminar	Common trainee error taxonomy: the top 10 errors by course level; root cause analysis; documented interventions

Time	Block	Method	Content
1200– 1300	—	Lunch	
1300– 1430	14	Lab	Error management practice: candidates receive 5 live simulated errors during a mock lab session; diagnose and intervene using the taxonomy
1430– 1445	—	Break	
1445– 1600	15	Lab	Coaching vs. evaluating: the instructor-evaluator dual role; the assistance trap; when to switch modes; practice announcing mode transitions
1600– 1700	16	Seminar	Check-on-learning design: writing questions at multiple levels (recall, application, analysis); practice writing a question set for a provided lesson block

Evening reading: T3-I Course Content, Chapter 8 (Instructor Performance Standards); review the 7 observation criteria.

Day 4 — Assessment Design and Evaluation Standardization

Time	Block	Method	Content
0800– 0830	—	Review	Day 3 questions; facilitation rotation debrief
0830– 1000	17	Seminar	T&EO structure deep-dive: task, condition, standard, performance measures, critical items; how T&EOs are built from TCS objectives
1000– 1015	—	Break	
1015– 1200	18	Lab	Assessment design practicum: each candidate drafts 3 performance measures for a provided TLO; peer review against T&EO standards
1200– 1300	—	Lunch	
1300– 1430	19	Lab	Evaluation calibration: watch 3 recorded trainee performances of varying quality; each candidate scores independently on T&EO; group calibration discussion — must reach consensus on all 3
1430– 1445	—	Break	

Time	Block	Method	Content
1445– 1600	20	Lab	Exam administration procedures: pre-test/post-test timing, answer key handling, scoring, documentation; practice administering a mock pre-test
1600– 1700	21	Lab	No-Go counseling: role-play delivering a No-Go result; practice specific, documented, constructive counseling; peer feedback

Evening preparation: Prepare 20-minute microteaching block. Select a TM-10, TM-20, or TM-30 lesson block. Prepare to deliver it to the class tomorrow morning.

Day 5 — Microteaching and Evaluation

Time	Block	Method	Content
0800– 0830	—	Brief	Day 5 overview; microteaching schedule; evaluation criteria reminder (7 observation criteria)
0830– 1200	22	Eval	Microteaching blocks: each candidate delivers a 20-minute block to the class; evaluated by instructor on all 7 criteria; peer feedback after each block
1200– 1300	—	Lunch	
1300– 1400	23	Eval	Written exam: 16 questions (50 points) covering adult learning principles, T&EO structure, evaluation procedures, error management, instructor performance standards; 80% passing score
1400– 1500	24	Discussion	Microteaching debrief: instructor provides individual feedback on microteaching performance; Go/No-Go results announced
1500– 1600	25	Brief	Phase 2 requirements brief: P2-1 (co-teach), P2-2 (lead observed), P2-3 (evaluator observation), P2-4 (certification); scheduling guidance
1600– 1700	26	Discussion	AAR: what went well, what to change; lesson improvement notes; course feedback

PRACTICAL EXERCISE (MICROTEACHING)

Task: Deliver a 20-minute block of instruction to the T3-I class.

Parameter	Requirement
Block selection	Any TM-10, TM-20, or TM-30 lesson block (candidate's choice; instructor may direct if duplicates)
Audience	T3-I classmates (role-play as trainees at the appropriate course level)
Materials	Candidate uses the published lesson plan for the selected block
Duration	20 minutes exactly; instructor calls time
Evaluation	All 7 instructor observation criteria scored individually

Go standard: Satisfactory on at least 5 of 7 criteria, with **no** unsatisfactory on Technical Accuracy or Evaluation Fidelity (hard No-Go).

WRITTEN EXAM

Parameter	Detail
Questions	16 questions (50 points; multiple choice and short answer)
Topics	Adult learning principles, TCS framework, T&EO structure, Go/No-Go procedures, evaluation calibration, error management, instructor performance standards, pre-course administration
Time	60 minutes
Passing score	80% (40 of 50)
Open reference	Closed book; closed notes

GO CRITERIA (PHASE 1)

Phase 1 Go requires **both**: 1. Microteaching: satisfactory on 5/7 criteria with no hard No-Go 2. Written exam: $\geq 80\%$

Phase 1 Go authorizes the candidate to proceed to Phase 2 (Supervised Practicum). It does **not** authorize independent instruction.

NO-GO REMEDIATION

Outcome	Action
No-Go — microteaching (less than 5/7 satisfactory)	Candidate receives written feedback on deficient criteria; re-attempts microteaching at next T3-I iteration or at Training OIC-scheduled remediation event
No-Go — microteaching (hard No-Go on Technical Accuracy)	Candidate must demonstrate platform currency (complete a build exercise) before re-attempting
No-Go — microteaching (hard No-Go on Evaluation Fidelity)	Candidate must attend an additional evaluation calibration session with the Training OIC before re-attempting
No-Go — written exam (below 80%)	Re-take authorized within 10 duty days; one re-take permitted per T3-I iteration
No-Go — both microteaching and written exam	Candidate must attend the next full T3-I iteration

CONTINUATION

Phase 1 Go → Phase 2 (Supervised Practicum): - P2-1: Co-teach (deliver 40%+ blocks, 1 course iteration) - P2-2: Lead observed (deliver full course, observer present 2+ blocks/day) - P2-3: Evaluator observation (optional — conduct 1 Go/No-Go under observation) - P2-4: Certification (memo signed, Instructor Roster entry)

See T3-I Course Content, Chapter 7 for full Phase 2 procedures. See Instructor Tier Definitions for progression to Senior and Master Instructor.

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