Curriculum Development Steps:

Step One: Review the Purpose/Goal(s) for the Course

Step Two: Write Objectives for the Course

Step Three: Develop a Lesson Plan

Step Four: Check that the Objectives are all covered in the Lesson Plan and that Instruction Closely Matches the Assessment

Step Five: Submit the Curriculum

Step Six: Deliver Instruction

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Step One: Review the Purpose/Goal(s) for the Course

Every training has a purpose.

The following questions are addressed in a purpose statement:

- Why this course is being taught?
- What need this course is fulfilling?
- What the expected results of this course are?

Step Two: Write Measurable Objectives to Meet the Purpose/Goal(s)

Clear objectives tell EVERYBODY what you want students to know or be able to do.

- Objectives tell the instructor
  - what topics to cover
  - The order of the presentation
  - How to evaluate progress

- Objectives tell the trainee
  - What will be covered
  - What to focus on
  - What he/she will be tested on

To write measurable objectives

1. Based on your experience, begin by identifying essential skills. As a result of your course what do you want your students to know or be able to do?
2. Write the objectives using measurable terms.
3. Write the objectives from the student perspective. Students will be able to….

   o Don’t phrase your objectives in the form of a question.
   o Don’t use words that can’t be measured.
   
     Ask yourself
     - “Can I see, hear, taste, smell or feel it? **it=The expected outcome of the objective you’ve written.**

   o Keep statements short and focused on a single outcome.
   o Start your objective statements with “Upon completion of this course, students will be able to……

Step Three: Develop a Lesson Plan

Lesson plans ensure that you teach what you had planned to teach!

- Purpose of a lesson plan:
  - Training sessions are often taught by many people. Your lesson plan will make it easier for other trainers to present the course.

- Most importantly, your lesson plan documents classroom activities and may help to reduce your training liability.
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- Basic Lesson Structure
  - **INTRODUCTION**-Tell students what you are going to teach them. (10%)
  - **BODY**-Teach them. (80%)  
  - **CONCLUSION**-Tell students what you taught them. (10%)

**INTRODUCTION**- Tell students what you are going to teach them.
- Attention Getter-do something to involve the participants at the beginning of the course.
- Introduction of Self- include enough background to promote a sense of credibility.
- Introduction of Topic/Purpose
- List the Objectives for the Course

**BODY**- Teach them.
- **Present new information**
  - Address Safety Issues
  - Strive for Consistency and Uniform instruction
  - State Standards are met or exceeded
  - Training meets the needs of the department
  - Realistic training
  - Policy, procedures and legal aspects are covered accurately
  - Testing is done- If a student fails the testing you need to offer re-testing or remediation as options for them
- Plan interactive exercise or demo and allow time to interact or practice
- Each objective should be identified independently
- Each objective should generate a test question

**CONCLUSION**- Tell students what you taught them.
- Re-state the objectives
- Review why this information is important for them to know
- Closing/Imparting impact
  - Leave them thinking about the topic
  - Needs to be directly related to the attention getter

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**Step Four:** Check that the Objectives are all covered in the Lesson Plan and that Instruction Closely Matches the Assessment

Test only what you have taught!

**Step Five:** Submit the Curriculum and Instructor Application to the CID Office in Lincoln or one of the Troop Area Headquarters listed in the Rules & Regulations.

**Step Six:** Deliver Instruction that Clearly and Accurately Matches each of the Objectives

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