

## Making a Course Guide with the ASC: Process & Notes

The ASC is excited to embark on collaboration and material development to create course guides to support students. Below, you'll see how we've approached this in the past, but every project is different and we're keen to adapt these steps as needed.

### Steps along the way:

### Notes:

<b>1. Develop survey questions</b>	We have a base set of questions, and we collaborate with you to tailor them to the course and what we want to learn about the student experience.
<b>2. Distribute survey to students</b>	We build the survey and send you a link. We've found it's effective to offer this in the last 1-2 weeks of the term, and to offer it as extra credit (survey includes language that the instructor won't see the results until after the term).
<b>3. Collect data and analyze the results</b>	Once we close the survey, we code for trends and pull student quotes/strategies to support and amplify guide content.
<b>4. Identify instructor's contributions</b>	Your observations, your syllabus, and any materials/guidance you already provide students is integral to this process! Students want to hear your voice and strategies, too.
<b>5. ASC triangulates details &amp; sketches guide</b>	We take what you've provided, what the students have provided, and what we can offer in terms of techniques and support information, and help them to speak to each other and to braid together.
<b>6. Clarifying questions</b>	We'll want to be sure that the strategies we offer from our own work and research are a good fit for the course and its content; we'll gather our questions and send them to you in a batch for response.
<b>7. Round one of feedback</b> <b>8. Edits</b> <b>9. Round two of feedback</b> <b>10. Final edits</b>	Steps 7 thru 9 tend to happen over the course of a week or two. You know your course and content best! You'll help to fill in any gaps of knowledge, or to calibrate language. We can meet in person, over the phone, or connect via email. Then, we'll adjust the content accordingly, and send it back to you for a final look-through before we go to print.
<b>11. Print</b>	We'll submit the print order, receive the job, and deliver it to your office. We'll reach out to get a final course head-count from you.
<b>12. Distribute</b>	We've found that it's quite effective for instructors to distribute guides at the start of the term, taking 5 minutes or so at the beginning of class to introduce it, as students trust their instructors' referrals to resources. It's also helpful to post an electronic version on Canvas, and to continue to refer students back to the guide throughout the term.
<b>13. Assess</b>	We're excited to learn more about how guides support students. We'd like the opportunity to ask questions during your scheduled assessments, to continue to improve the guides.

If at any time you have any questions/concerns, please don't hesitate to contact Sarah Norek: [Sarah.Norek@oregonstate.edu](mailto:Sarah.Norek@oregonstate.edu), or 541-737-6587.