Teaching and Learning Design Studio Services Guide

Instructional design can be considered the building process of the learning experience, with designers working hand-in-hand with faculty throughout the development process. As architects of learning design, we know that the best construction requires planning, materials, and scaffolding to facilitate the building of an excellent course. Throughout this process, instructional designers provide guidance, feedback, and support that will ultimately enhance the student learning experience.

The Etown Teaching and Learning Design Studio is here to work with you in a collaborative way as you look to develop an engaging course for your students. Do you have a new course to develop, or would you like to revise an existing one? Would you like to request a course quality review? Do you need to incorporate microlearning into your course, or develop a special learning instance for a forum, workshop, or conference? Please use this handy guide to get started on your course design project, and contact the Etown Teaching and Learning Design Studio at studio@etown.edu to set up a consultation!

Name:

_____

Etown Email:

_____

Phone:

_____

Department:

_____

School:

_____

I am a:

☐Full-Time Faculty

☐Adjunct Instructor

☐Course Facilitator

PROJECT TYPE:

☐Small-scale changes/improvements

☐Large-scale changes/overhaul/revamp

☐Creation of a new learning experience

Course and Section:

_____

Semester: _____   Year: _____

I would like to use content from a previous course I taught.

☐Yes

☐No

☐Not sure

Number of Students:

_____

Type of Students:

☐Traditional

☐Adult Learners

☐Professional Cohort

Have you taught this course before?

☐Yes

☐No

Course Type:

☐Traditional (face-to-face)

☐Converting a face-to-face course

☐Updating an online course

☐Converting to a hyFlex course

Would you like to use a course template for your course?

☐Yes

☐No

Do you plan on using quizzes or content from a previously taught course?

☐Yes

☐No

Do you plan to have a final exam in your course?

☐Yes

☐No

Do you plan to have a culminating project in your course?

☐Yes

☐No

Technology - What do you need help with?   Check all that apply:

☐Adding and organizing content

☐Gradebook

☐Tests/Quizzes

☐Setting up groups

☐Assignments

☐Discussion forums

☐Course analytics

☐Zoom or other web conferencing tools

☐Lecture recording tools

☐Course template/blueprint

☐Media development

☐LTI integration

☐Digital badges/microlearning

☐Social/interactive mechanisms

☐Other: _____

☐ N/A

Pedagogy - What do you need help with?   Check all that apply:

☐Syllabus review

☐Creating a course introduction

☐Redesigning assessments for online delivery

☐Communication/facilitation plan

☐Incorporating student feedback checkpoints

☐Designing experiential learning activities in an online environment

☐Creating an online work plan

☐Integrating collaborative learning into my class

☐Integrating library support into my class

☐Incorporating diversity, equity and inclusion (DEI) into my class

☐Integrating direct student support into my class

☐Portfolio/project ideas

☐Other: _____

☐ N/A

Accessibility - What do you need help with?   Check all that apply:

☐Creating accessible documents and experiences

☐Using accessible images, graphs, charts, and audio/video

☐Other: _____

☐ N/A

Other - Please describe:

_____

_____

_____

_____

Please attach your syllabus and course outline (or previous course outline):

DESCRIBE YOUR **GOALS** (3) **AND LEARNING OBJECTIVES** (5-8) FOR THIS LEARNING EXPERIENCE. HOW WOULD YOU LIKE TO CHANGE, IMPROVE, OR DESIGN YOUR COURSE? (Please be as specific as possible.)

_____

_____

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_____

_____

PLEASE IDENTIFY ANY POTENTIAL CHALLENGES YOU FORESEE IN MEETING THESE GOALS/OBJECTIVES:

_____

_____

PLEASE IDENTIFY OTHER STAKEHOLDERS ASSOCIATED WITH THIS PROJECT:

(Include any other faculty, staff, admin, or advisors that may be included in the decision-making.)

_____

_____

WHAT DATE WOULD YOU LIKE TO HAVE THIS PROJECT COMPLETED?

(Reasonably, how soon do you need to implement this project? What is your development timeline?)

_____

_____

PLEASE INDICATE YOUR POTENTIAL AVAILABILITY TO MEET WITH THE DESIGN TEAM:

(What days/times work best for you?)

_____

_____