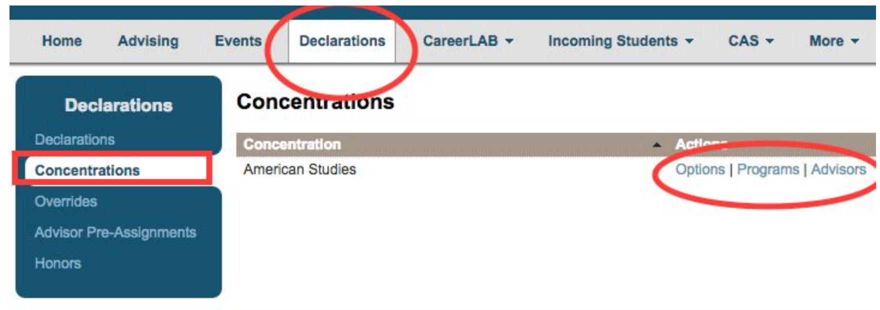
ASK Guide: Options for Customizing what students see when they start a declaration in your area (including allowing a writing sample to meet phase II of the writing requirement)

You (or someone designated as a "declaration manager") may customize what prospective concentrators see upon starting a declaration in your field. You may add **unique messages**, **concentration-specific questions**, & "**Course Attributes**" that require students to specify which requirement a course will satisfy. You may also allow your concentrators ('18 and later) to **upload a writing sample to satisfy phase II of the writing requirement**.

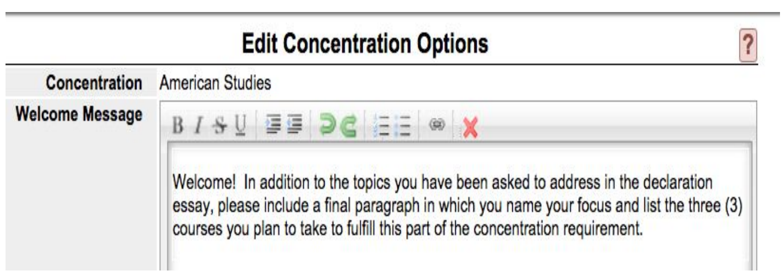
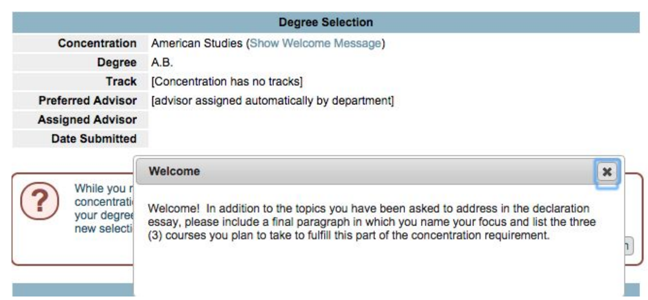
STEP 1: Log on to [ASK](ASK).

Select the Declarations tab > then Concentrations. Click Options. (The Advisors link allows you to update your roster of advisors. See [**instructions**](instructions).)

Look for the ? icon, available on most pages, for instructions or tips.

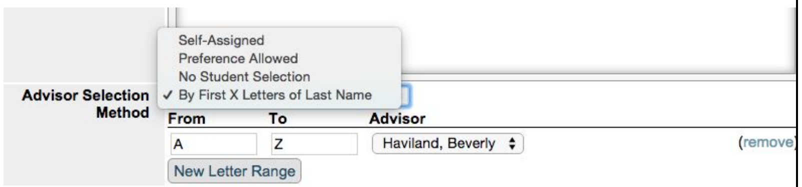


STEP 2: Proceed as directed on the site. The table below illustrates both the advisor and the student view of various options.

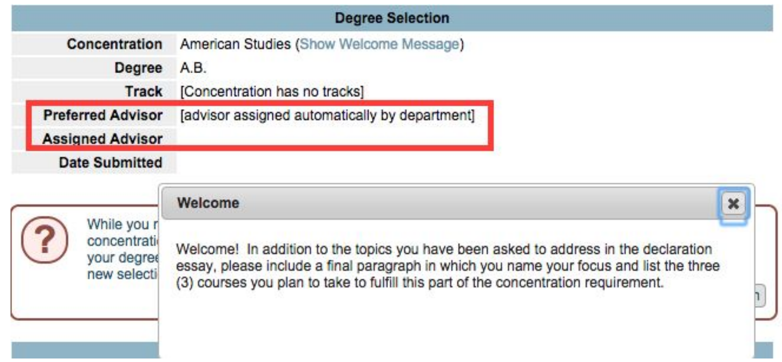
Field	Advisor View	Student View
Welcome Message	 Keep your messages short!	 The Welcome Message appears as a pop-up.

ASK Guide: Options for Customizing what students see when they start a declaration in your area (including allowing a writing sample to meet phase II of the writing requirement)

Advisor Selection Method

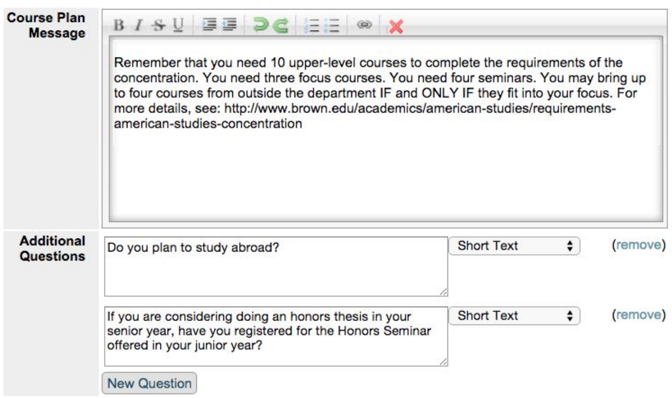


An advisor must be assigned before a declaration can be approved. Fields with 1 advisor should select "By First ..." to automatically assign students to a faculty member. You can also allow students to select their advisors or to indicate a preference (you'll need to assign an advisor).

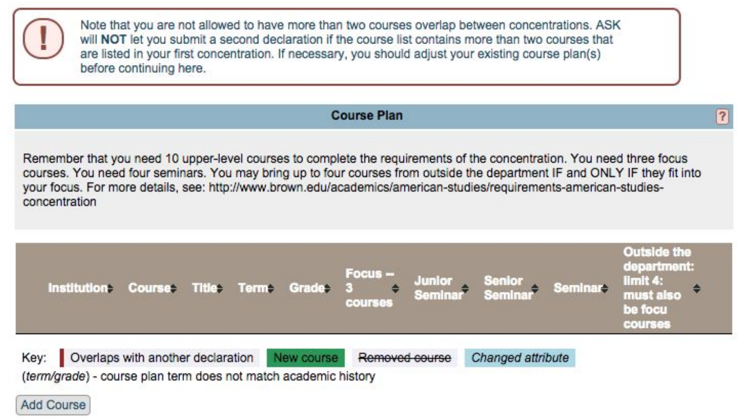


If students could select an advisor or indicate a preference, a drop-down would appear with the names of advisors for this concentration or track.

Course Plan Mssg & Extra Questions



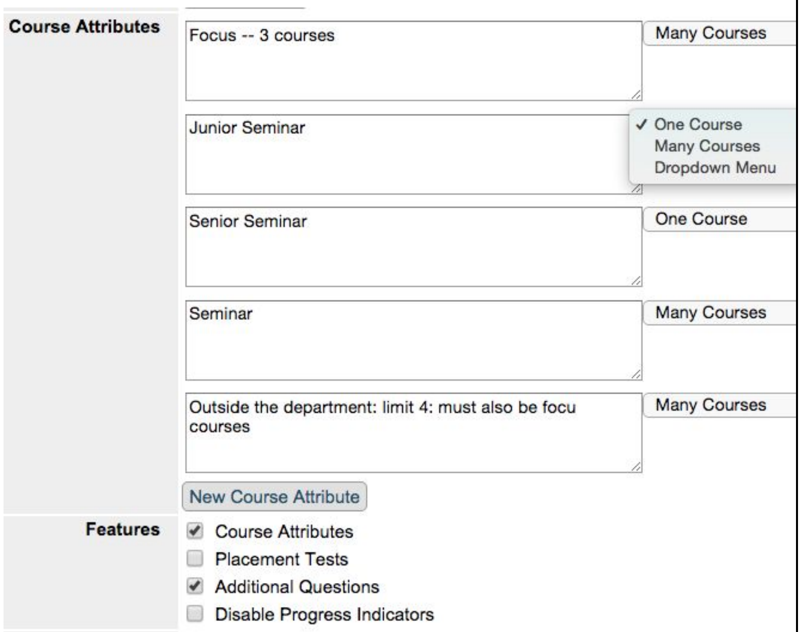
You can add questions and choose the length of the text field or drop-down menu.



Student view of the course plan message, in this case, a reminder of concentration distribution requirements.

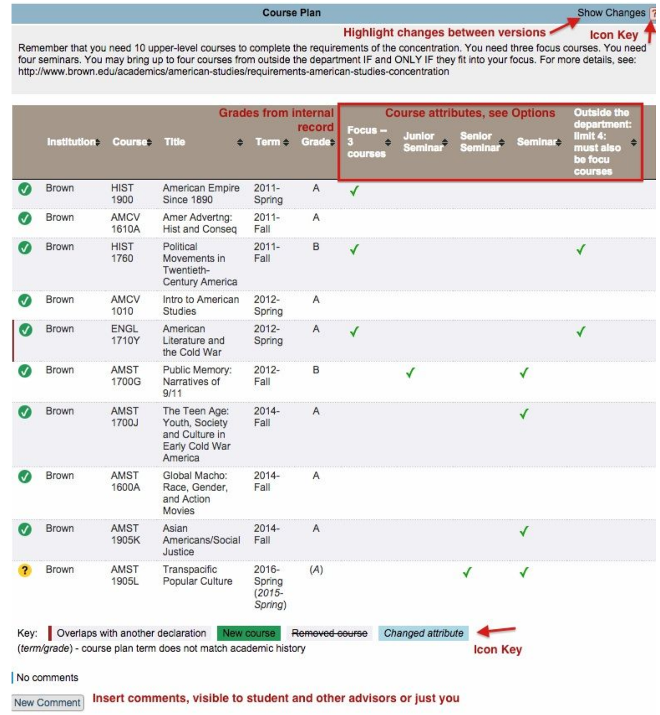
ASK Guide: Options for Customizing what students see when they start a declaration in your area (including allowing a writing sample to meet phase II of the writing requirement)

Course Attributes



This feature could replace internal worksheets where students identify distribution requirements within the concentration. You can choose whether a requirement can be met by **one course** (like a senior seminar) or **many courses** (like a focus area).

This feature is invisible to students UNTIL you turn it on by **checking** the appropriate **box** below.



Remember that you need 10 upper-level courses to complete the requirements of the concentration. You need three focus courses. You need four seminars. You may bring up to four courses from outside the department IF and ONLY IF they fit into your focus. For more details, see: http://www.brown.edu/academics/american-studies/requirements-american-studies-concentration

Institution	Course	Title	Term	Grade	Focus -- 3 courses	Junior Seminar	Senior Seminar	Seminar	Outside the department: limit 4: must also be focu courses
Brown	HIST 1900	American Empire Since 1890	2011-Spring	A	✓				
Brown	AMCV 1610A	Amer Advertng: Hist and Conseq	2011-Fall	A					
Brown	HIST 1760	Political Movements in Twentieth-Century America	2011-Fall	B	✓				✓
Brown	AMCV 1010	Intro to American Studies	2012-Spring	A					
Brown	ENGL 1710Y	American Literature and the Cold War	2012-Spring	A	✓				✓
Brown	AMST 1700G	Public Memory: Narratives of 9/11	2012-Fall	B		✓		✓	
Brown	AMST 1700J	The Teen Age: Youth, Society and Culture in Early Cold War America	2014-Fall	A				✓	
Brown	AMST 1600A	Global Macho: Race, Gender, and Action Movies	2014-Fall	A					
Brown	AMST 1905K	Asian Americans/Social Justice	2014-Fall	A				✓	
Brown	AMST 1905L	Transpacific Popular Culture	2016-Spring (*2015-Spring*)	(*A*)			✓	✓	

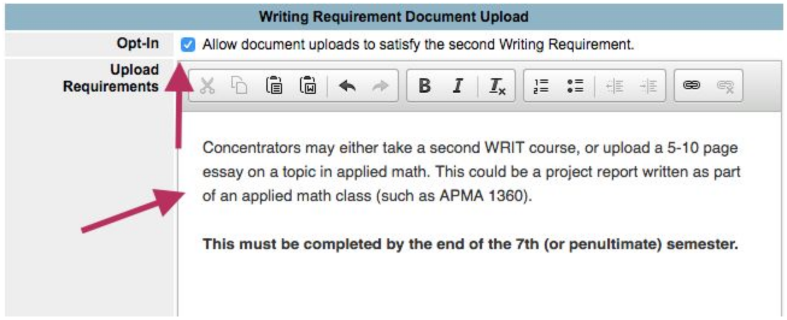
Key: Overlaps with another declaration | New course | ~~Removed course~~ | *Changed attribute*
(*term/grade*) - course plan term does not match academic history

No comments

New Comment

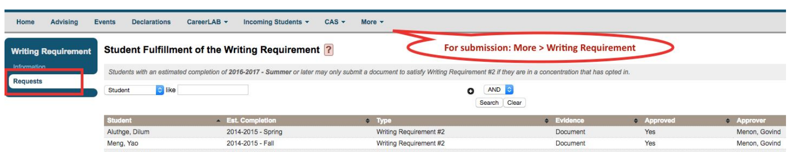
Here's what a student course plan would look like using the 5 attributes on the left.

Writing Req. Upload

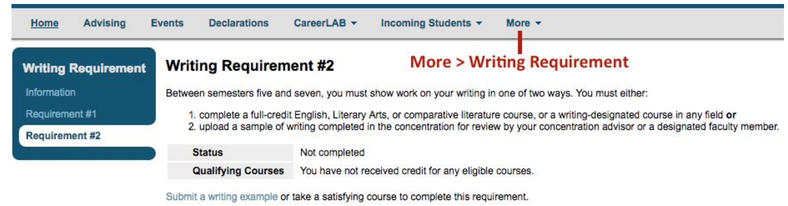


Check the **opt-in** box, then list your guidelines or rubric in the field below. You'll receive an email once the upload is submitted.

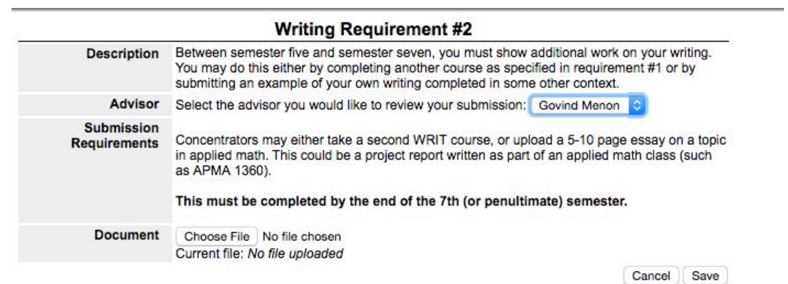
To see submissions, click **More > Writing Requirement**, then **requests** on the left. Click **view** to see the student's upload.



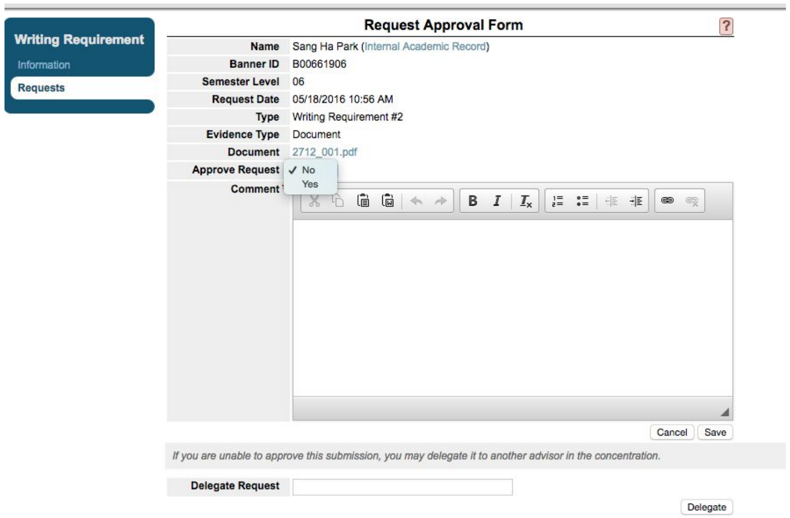
Next, download the document and select **Yes** or **No** in the **Approve request** drop-down. You may also choose to **delegate** this request to another faculty member by entering their name, for example the instructor of the course in which the



Upon clicking **submit a writing sample**, students see your instructions and can upload a document:



essay was written.



See more of what students see by clicking these ASK Tutorials

Questions? Email advising_sidekick@brown.edu