




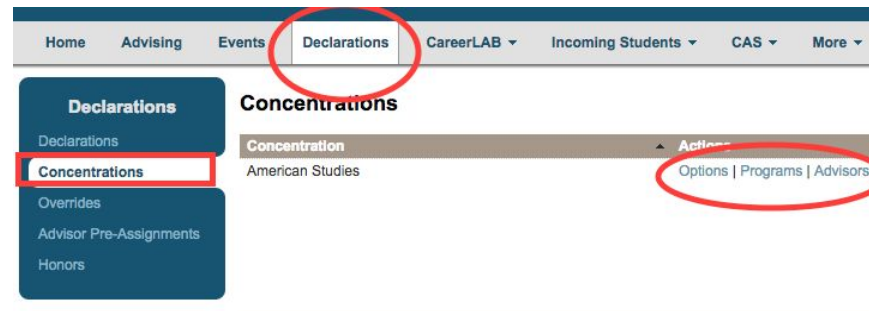
## ASK Guide: Options for Customizing what students see when they start a declaration in your area (including allowing a writing sample to meet phase II of the writing requirement)

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**.

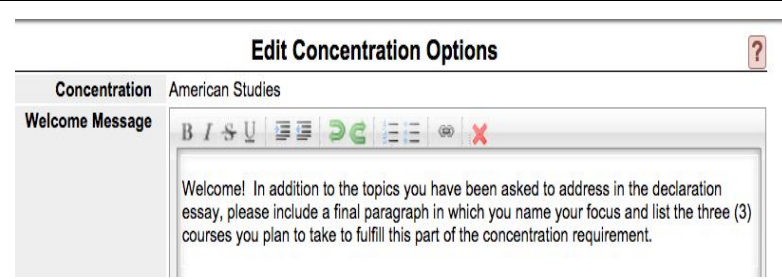
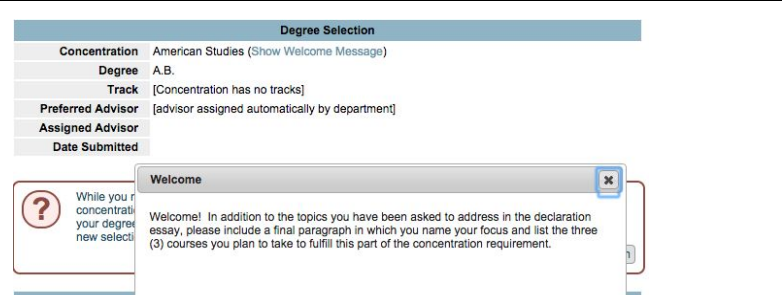
**STEP 1:** Log on to [ASK](#).

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

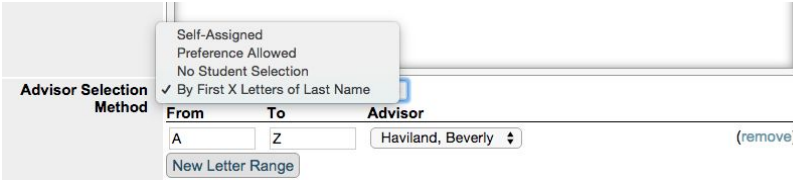
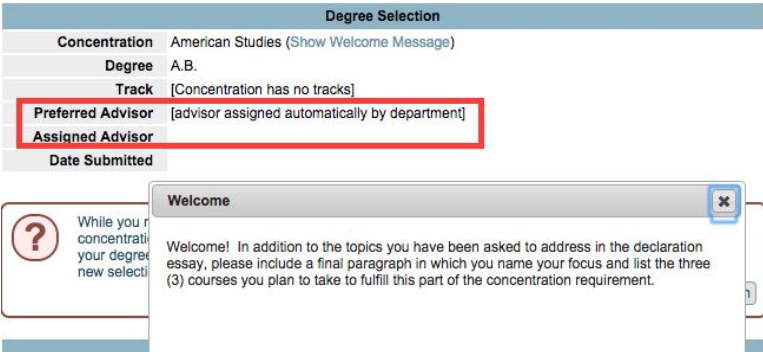
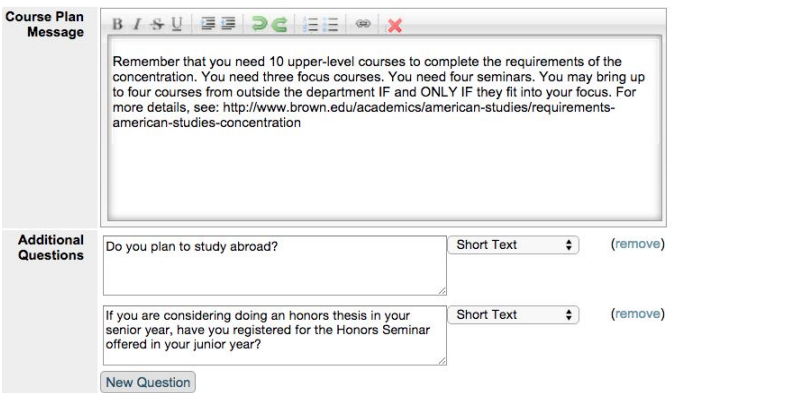
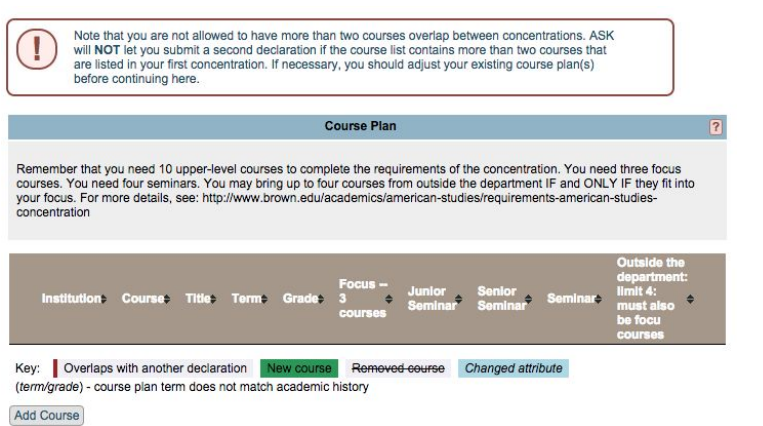
Look for the  icon, available on most pages, for instructions or tips.



**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	 <p>Keep your messages short!</p>	 <p>The Welcome Message appears as a pop-up.</p>

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<h3 style="color: blue;">Advisor Selection Method</h3>	 <p>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).</p>	 <p>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.</p>
<h3 style="color: blue;">Course Plan Mssg &amp; Extra Questions</h3>	 <p>You can add questions and choose the length of the text field or drop-down menu.</p>	 <p>Student view of the course plan message, in this case, a reminder of concentration distribution requirements.</p>



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### Course Attributes

**Course Attributes**

Focus -- 3 courses Many Courses

Junior Seminar ✓ One Course  
Many Courses  
Dropdown Menu

Senior Seminar One Course

Seminar Many Courses

Outside the department: limit 4; must also be focus courses Many Courses

[New Course Attribute](#)

**Features**

- Course Attributes
- Placement Tests
- Additional Questions
- Disable Progress Indicators

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.

**Course Plan** Show Changes

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>

Highlight changes between versions Icon Key

Institution	Course	Title	Term	Grade	Grades from internal record	Focus -- 3 courses	Junior Seminar	Senior Seminar	Seminar	Outside the department: limit 4; must also be focus 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 (2015-Spring)	2016-Spring	(A)				✓	✓	

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

No comments

[New Comment](#) Insert comments, visible to student and other advisors or just you

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

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### Writing Req. Upload

**Writing Requirement Document Upload**

**Opt-In** Allow document uploads to satisfy the second Writing Requirement.

**Upload Requirements**

Concentrators may either take a second WRIT course, or upload a 5-10 page essay on a topic in applied math. This could be a project report written as part of an applied math class (such as APMA 1360).

**This must be completed by the end of the 7th (or penultimate) semester.**

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.

**Student Fulfillment of the Writing Requirement**

For submission: **More > Writing Requirement**

Students with an estimated completion of 2016-2017 - Summer or later may only submit a document to satisfy Writing Requirement #2 if they are in a concentration that has opted in.

Student:

Student	Est. Completion	Type	Evidence	Approved	Approver
Alutings, Diurn	2014-2015 - Spring	Writing Requirement #2	Document	Yes	Meron, Govind
Meng, Yao	2014-2015 - Fall	Writing Requirement #2	Document	Yes	Meron, Govind
Park, Sang Ha	2016-2017 - Spring	Writing Requirement #2	Document	--	Meron, Govind

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

**Writing Requirement #2** [More > Writing Requirement](#)

**Information**

Requirement #1

Requirement #2

Between semesters five and seven, you must show work on your writing in one of two ways. You must either:

- complete a full-credit English, Literary Arts, or comparative literature course, or a writing-designated course in any field or
- upload a sample of writing completed in the concentration for review by your concentration advisor or a designated faculty member.

**Status** Not completed

**Qualifying Courses** You have not received credit for any eligible courses.

Submit a writing example or take a satisfying course to complete this requirement.

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

**Writing Requirement #2**

<b>Description</b>	Between semester five and semester seven, you must show additional work on your writing. You may do this either by completing another course as specified in requirement #1 or by submitting an example of your own writing completed in some other context.
<b>Advisor</b>	Select the advisor you would like to review your submission: <input type="text" value="Govind Menon"/>
<b>Submission Requirements</b>	Concentrators may either take a second WRIT course, or upload a 5-10 page essay on a topic in applied math. This could be a project report written as part of an applied math class (such as APMA 1360).
	<b>This must be completed by the end of the 7th (or penultimate) semester.</b>
<b>Document</b>	<input type="button" value="Choose File"/> No file chosen Current file: <i>No file uploaded</i>



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essay was written.

**Writing Requirement**

Information

Requests

**Request Approval Form** ?

Name	Sang Ha Park (Internal Academic Record)
Banner ID	B00661906
Semester Level	06
Request Date	05/18/2016 10:56 AM
Type	Writing Requirement #2
Evidence Type	Document
Document	2712_001.pdf
Approve Request	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Comment	<div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> <div style="border-bottom: 1px solid gray; padding: 2px;"> <span style="font-size: 0.8em;">B I Ix</span> </div> </div>

Cancel Save

If you are unable to approve this submission, you may delegate it to another advisor in the concentration.

Delegate Request

Delegate

[See more of what students see by clicking these ASK Tutorials](#)

Questions? Email [advising\\_sidekick@brown.edu](mailto:advising_sidekick@brown.edu)

