Faculty Dossier

1. **Dossier worksheet: Course Design**
   Worksheet enclosed

2. **Revised Assignment**
   You may:
   - Edit or mark-up a hard copy of your assignment by hand
   - Email a revised electronic copy of your assignment (preferably with track changes)
   - If you are not revising an existing assignment, draft a new assignment or write a brief description of your plan

3. **Dossier worksheet: Context**
   Worksheet enclosed

4. **Revised Handout**
   You may:
   - Edit or mark-up a hard copy of your handout by hand
   - Email a revised electronic copy of your handout (preferably with track changes)
   - If you are not revising an existing handout, draft a new handout or write a brief description of your plan

5. **Dossier worksheet: Facilitation**
   Worksheet enclosed

6. **Dossier worksheet: Blog**
   Worksheet enclosed

7. **Dossier worksheet: Dissemination**
   Worksheet enclosed
Course Design Workshop

Course Learning Goals:

List the learning objectives SAFA will help achieve.

Write your objective(s) for each class visit and each SAFA-related assignment.

Learning objectives include: 1) a measurable verb, 2) an explanation of how students will demonstrate that they have met the objective, and 3) a criterion of acceptable performance.

How will you convey your goals and objectives to students?
How will students articulate the relevance of the archives to achieving these objectives?
Context Workshop

What context do you need to provide to improve your students’ SAFA experience?

How will you provide this context?
Consider what method(s) you will use, which sources you will provide, when you will provide it, and how and when students will respond.
Facilitation Workshop

Name: ____________________

**DRAFT A REVISED CLASS VISIT AGENDA**

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
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<tr>
<td></td>
<td>Consider physical set-up and layout, role of BHS staff, stations/groupings, etc.</td>
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<td>Keep in mind your stated learning objective(s) for this visit.</td>
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**DESCRIBE YOUR WRAP-UP FOR THIS VISIT**

What will the main “takeaway” be for your wrap-up? What questions or activities will you use to instill that takeaway in students?

What physical set-up will you use?

How will you promote student interaction?
Blog Workshop

Name: ____________________

What learning objective(s) will the SAFA blog help achieve?

What will be the tone of your blog? What products will go on the blog?

Map your blog assignments out in relation to your SAFA visits and your course.
Draft or describe your prompts.
When will the posts be assigned, and when will they be due?
How will students be informed to post – the syllabus? a separate assignment? an email?

Describe some of the aspects of your blog, including: tagging, student interaction, citation, linking to other online sources, pushing out content to public, etc.

How will you evaluate student work on the blog?
Faculty Dossier

Dissemination Workshop

Name: __________________

Please list any completed or forthcoming dissemination activities. SAFA-related dissemination may include related conference presentations, speaking opportunities, scholarly or popular publications, etc.

Ideas for dissemination? We hope SAFA faculty will present or publish about their SAFA courses and related scholarly or pedagogical issues. We also hope the faculty will organize activities such as public events or exhibits of student work. We would love to see collaboration among faculty – especially across disciplines or campuses. Also, let us know how we can help.