***Guidelines (Seven Steps) for the Design and Description of Your SoTL Project***

1) Select a teaching/learning/institutional **problem or opportunity** (the research question)

Describe your project: what you observe in your students’ behavior or institution’s approach that you wish to change and why: for example, aspects of content (e.g. test scores), process (e.g. ability to work in a group), or climate (e.g. morale, motivation). List learning objectives that students will achieve better after implementing your project; Use active statements, such as, “After completing this course, my students will be able to define (analyze, identify, etc.).” Do not use “understand.”

 2) **Literature search** and context

 What have others done (at your institution, in your discipline, and elsewhere) to address this question? What is different about your approach? If your project involves a particular course, briefly describe the course. What topics will you investigate on databases and search engines? Ask your T & L Center.

 3) Proposed **solution** (intervention)

Design: How do you propose to address and solve the problem, opportunity, or question? Why do you conjecture that your approach will succeed better than prior attempts or will work better with your students, course, or institution?

 4) **Baseline**

Design: What do you plan to use for comparison to show change and impact: results from a previous course or institutional process or behavior in a course before initiation of your innovation? Pre- and post surveys? Retention change? Writing? Student work? Control group?

 5) **Assessment**

Design: How will you determine the effectiveness and impact of your solution? Triangulate: select from use of surveys, Classroom Assessment Techniques, grades, retention, learning portfolios, student evaluations of teaching, journals, focus groups. Use rubrics. Online items could include design, participation and quality of discussion.

6) **Presentation**

Prepare and submit a proposal for campus presentation, get feedback, then submit for peer review for a conference presentation. Use steps 1-5 as outline.

7) **Publication**

Prepare and submit for peer review a manuscript leveraged and informed by the feedback from your presentation. Use steps 1-5 as outline.

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***First 5 Steps***

***Guidelines for the Design, Description, and Presentation/Publication of Your Teaching/Learning/Institutional Project***

1. **The problem, question, or opportunity**

2. **Literature Search and Context**

3. **Solution**

4. **Baseline**

5. **Assessment**

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