

STUDENT GUIDE CHECKLIST

<u>Planning Stage</u>	
Examine learner needs	<input type="checkbox"/>
Invite relevant personnel to work with you	<input type="checkbox"/>
Define roles and responsibilities	<input type="checkbox"/>
<u>Content Development Stage</u>	<input type="checkbox"/>
Course introduction	<input type="checkbox"/>
Tutor Introduction	<input type="checkbox"/>
Description of target learner/audience for course	<input type="checkbox"/>
List of contents clearly expressed	<input type="checkbox"/>
Course schedule with dates of key events - assignments, exams	<input type="checkbox"/>
Course assessment methods and tasks being used	<input type="checkbox"/>
Tips on how to learn and study	<input type="checkbox"/>
Useful sources of information	<input type="checkbox"/>
Use of conversational language	<input type="checkbox"/>
Inclusion of motivational tips	<input type="checkbox"/>
References to learner support services	<input type="checkbox"/>
	<input type="checkbox"/>
<u>Finalising and Distribution Stage</u>	<input type="checkbox"/>
Edit student guide - preferably by an editor	<input type="checkbox"/>
Check for relevance: match guide with course material and other informational resources	<input type="checkbox"/>
Make necessary adjustments	<input type="checkbox"/>
Print, compile and package	<input type="checkbox"/>
Distribute to learners	<input type="checkbox"/>
{Note this list can be modified to suit various contexts}	