**HOW TO… prepare content for the Open Science Student Support Group**

**Purpose of document**

This document outlines how to prepare content for the Open Science Student Support Group. The main activities of our group are focused on topics within Open Science. Members vote before the start of each semester to select 3-4 topics, each of which will be the topic of discussion in sessions and on Slack for 2-4 weeks. The content for each topic will be organized by content creators. This document aims to provide guidelines to support content creators in their preparations, and give recommendations on what to think about and consider during the process, but does not restrict their creativity and freedom in how to make their contribution to the group. Organizers from the core sessions unit will check in with and support content creators in their preparations, and will take care of the logistic side of sessions.

**Learning outcomes**

A great starting point for organizing the content of your topic, is to think about the learning outcomes you want the participants to achieve. You can think of skills participants will acquire, specific programs they will get familiar with, specific practices they will learn about and issues they will learn to consider critically.

Learning outcomes template

**Sessions**

For each topic, one or two sessions should be organized (two sessions are generally advised, so participants have time to digest and try out/start implementing practices and come back with more concrete/practical questions). Each session should consist of the basic elements, plus a combination of content elements, based on the content creators’ goals and preferences.

*Basic elements*

* Welcome & land acknowledgement
  + Use alternative formats (long/short/personal) of land acknowledgement alternately
* Check-in/introductions
  + Ask everyone to share their name, pronouns and their response to the check-in, if they feel comfortable
    - Check-ins can be simple and short (.e.g one word description of how you feel), or longer/more specific (e.g. what is a good thing that happened to you this week?)
* Content (different formats - see below)
* Check-out round
* Period to chat casually

*Optional content elements*

(non-exhaustive - feel free to come with other ideas, which can then be added here)

* Brief presentation introducing topic/practice
  + Generally with the whole group, but can be done in parallel groups, if appropriate
  + 10-20 minutes
  + Preparations: Find speaker(s)/prepare presentation
    - Powerpoint template available on OSSSG GitHub/OSF
  + Good for: providing participants with basic information about open science practices, additional resources to look at and sparking discussion
* Small group discussions
  + 3-5 people (in breakout rooms while online)
  + 15-25 minutes
  + Preparations: discussion questions & facilitators
  + Good for:
* A series of one-on-one conversations
  + 3-5 sessions of 5-10 minutes
  + Brief conversations with others in the group one-on-one
  + Preparations: conversation questions
  + Good for:
* Tutorial/walk-through
  + Variable length - we advise to stay within 45 minutes to leave room for opening/closing the session and interaction
  + Use parallel sessions if multiple programs are introduced that might be relevant to different subfields
  + Good for: showing participants how certain open science topics work in practice
* Whole group discussion
  + Variable length - we advise to stay within 20 minutes, as such large group discussions limit how much everyone can speak, and therefore usually cost more energy and are less engaging for most participants
  + Good for: sharing/integrating what was discussed in smaller groups, Q&A periods

*Aims to keep in mind when planning sessions*

As content creator, you are given much freedom in how you want to fill in your session. The group has specific aims and values that fit better with some than other structures, therefore we ask you to keep these in mind when planning a session.

* Interaction:
* Inclusivity:
* Focus on practical steps:
* Support vulnerability:

*Following up after sessions*

After each session, you can send out a follow-up email to everyone who signed up, thanking them for their participation, providing them with the materials used in the session, and reminding them of the challenges (see below). This is also a great opportunity to let everyone know who their challenge buddy for this topic is.

**Challenges & discussion questions**

Challenges and discussion questions serve to facilitate discussion and help students find practical steps for and support in implementing the open science practice you introduced. As the presenter on a practice, you are invited to propose challenges and/or discussion questions, but the end responsibility for them lies with core session unit organizers. Ideally, you and the organizers would come up with the challenges and questions together.

*Discussion questions*

There are two rounds of discussion for which questions/prompts should be prepared. The first should focus on the practice in general, the what/why/how of it and any potential issues/barriers of this practice. The second round should focus on how the practice fits with the students own projects/circumstances, what steps they can take to implement it, what issues they might run into or might already have run into in the past.

*Challenges*

Challenges are actions that students can complete in order to deepen their understanding and practice of open science. Challenges should be accessible no matter what your entry point into open science, and scalable depending on one's skills and knowledge pertaining to the open science topic in question. For each session the presenter, in collaboration with the session organizers, will develop a series of challenges that fit into the following themes:

* Learn more about it!
  + Challenges in this category should encourage students to check out resources compiled by the presenter/organizers or seek out more information on their own.
* Talk about it!
  + Challenges in this category should encourage students to engage in discussion or sharing of open science topics. This might include encouraging discussions on the OSSSG Slack workspace, following certain accounts or groups who share about open science on Facebook or Twitter, or having conversations with other grad students, lab members or supervisors.
* Try it out!
  + Challenges in this category should provide practical steps for students to try out an aspect of the open science session topic in practice. This might include trying a new file system, creating a GitHub or OSF account, including data sharing in your next ethics application, etc.
* Implement it!
  + Challenges in this category should provide practical steps for students to put the open science session topic into practice across their research projects. Challenges in this section might emphasize having students "commit" to a certain action going forward, or for a specific period like a semester.

**Challenge buddies**

Participants will be assigned (randomly or not??) to a challenge buddy - that is someone they can check in with about the challenges, discuss them further and ask for support when they run into issues/questions outside of the sessions. While the sessions logistics team will assign people, as the content creators, you are asked to come up with a couple of questions that challenge buddies can use as a conversation starter.

Challenge buddy questions template

**Facilitation guide**

All the information about a session (session structure/agenda, discussion questions, challenges, etc.) is summarized in the facilitation guide. A template for this document can be found on our [OSF](https://osf.io/r62ep/)/[Github](https://github.com/Open-Science-Student-Support-Group/Main/blob/master/General_setup/Facilitator%20Guide%20Template.docx) repositories. You can use this as the basis and then start filling in the specifics for your session as you work on the different element. Send the completed document to the facilitators for the session a day or two before the session, so they can prepare.