

REFLECTIONS ON MY OWN TEACHING

At the end of a lecture/seminar/tutorial/workshop write a short account of what took place. Do this as soon as possible after the end of the session. At this stage, don't attempt to be evaluative, concentrate on what actually happened and write it down.

Now try to categorise your observations, under the following headings:

Things that I planned before the lecture/seminar/tutorial/workshop which should have helped my students to learn (could be ideas drawn from these materials - 'Effective Learning and Teaching in Higher Education'.)

Any unplanned things that I did during the lecture/seminar/tutorial/workshop which should have helped my students to learn.

Figure 2. Example of a log book pro-forma.

One possibility for a self evaluation checklist to be used after a teaching session

Record by means of a tick in the appropriate column the comments which come closest to your opinion of your performance in each of the following areas:

very well	satisfactorily	not very well	not applicable
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How well did I.....?

1	link this session to other sessions
2	introduce this session
3	make the aims clear to the students
4	move clearly from stage to stage
5	emphasise key points
6	summarise the session
7	maintain an appropriate pace
8	capture students' interest
9	maintain students' interest
10	handle problems of inattention
11	ask questions
12	handle student questions and responses
13	direct student tasks
14	cope with the range of ability
15	monitor student activity
16	use aids as illustrations
17	make contact with all class members
18	cope with individual difficulties
19	keep the material relevant
20	check on student learning
21	build up student confidence
22	convey my enthusiasm

Figure 4. Example of a self evaluation checklist which can be used after a teaching session.