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:

<table>
<thead>
<tr>
<th>very well</th>
<th>satisfactorily</th>
<th>not very well</th>
<th>not applicable</th>
</tr>
</thead>
</table>

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.