

Reflection checklist for lectures

The following checklist can be used to reflect on lectures and large classes. It is suitable for individual reflection after a class or for use with a colleague as an observer. It can also be used in conjunction with an audio- or video-recording.

1 = needs improvement 2 = good 3 = excellent

<i>Criteria</i>	<i>Rating</i>	<i>Comment</i>
Introduction – clear purpose statement or roadmap		
Body – coherent logical structure		
Fundamental concepts – made explicit		
Fundamental concepts – avoided excess detail		
Relevance – gave examples to show relevance of theory		
Visual aids – helped understanding of concepts		
Delivery – spoke clearly and audibly		
Feedback – maintained eye contact for monitoring		
Conclusion – gave summary of key concepts		

Overall reflection