

Reflection checklist for seminars and tutorials

The following checklist can be used to reflect on seminars and tutorials. 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>
Planning – planned content and activities		
Time management – planning and execution		
Organisation – prepared teaching materials		
Introduction – purpose established at start		
Activities – clear direction and management		
Questioning – managed discussion with questions		
Questioning – used range of prompts and probes		
Flexibility – adapted plans in response to feedback		
Debriefing – summarised key concepts		