



مركز تطوير التعليم الجامعي
Center for Teaching & Learning Development

AREA 4 COURSE EVALUATION AND DEVELOPMENT



4.2 Mentee Plan Record

COMPLETED BY MENTEE

Use this record to plan using an effective *EVALUATION METHOD* for the course and your teaching

Course name		Course code/number	
Course or teaching or both		Number of students	
Type of evaluation method (quantitative or qualitative)		Postgraduate or undergraduate/ program	

1 How are you planning to evaluate your course design?

2 How are you planning to evaluate your course delivery and effectiveness?

3 Source of knowledge: On which workshop session or experience or literature have you developed your *EVALUATION METHODS*?

4.3 Mentor Observation Record

COMPLETED BY MENTOR

Use this record to provide mentee with feedback on his or her EVALUATION METHODS

Course name		Course code/number	
Course or teaching or both		Number of students	
Type of evaluation method (quantitative or qualitative)		Postgraduate or undergraduate/ program	

1 Are the evaluation methods used for the course design clear? What are they?

2 Are the evaluation methods used for the effectiveness of teaching and delivery clear? What are they?

3 Are action plans according to course design and teaching effectiveness provided by the mentee?

4 Are action plans susceptible to re-evaluation? How?

Strengths and Areas of Development of Area 4

Major component of evaluation methods	Strengths	Areas of development
Use of evaluation methods with regard to fulfillment of all areas targeted Evaluation of course design Evaluation of teaching strategies Evaluation of assessment methods Easy access by students Type (qualitative/quantitative) Content (accuracy, relevance, fulfillment of course report inquiries) Other issues:		

EVALUATION METHOD MATERIAL #1 attached

Mentee signature ----- Date -----

Mentor signature ----- Date -----

4.4 Mentee Reflection and Action Plan Record

COMPLETED BY MENTEE

Following your mentor's feedback and discussion, use this record to reflect and set action plans

1. According to previous discussion with your mentor, comment on what worked well. Why did it work well?

2. According to previous discussion with your mentor, comment on what did not work well. And why?

Actions to improve course design	How to achieve	Target time

EVALUATION METHOD MATERIAL #2 attached

Mentee signature ----- Date -----

Mentor signature ----- Date -----

