

<i>Main facts about the particular session</i>	
Date:	Topic of session:
Place:	Time:
Nature of session: lecture, tutorial, etc.?	Number of students:
Overall, how I feel this session went: One of my very best.                      Fine.                      OK.                      Not at all happy about this one! Other:	Could have been better.
<i>Checklist questions to capture my reflections</i>	<i>My responses, reflections and planning ideas</i>
<b>What is the thing about this session that is at the top of my mind at this moment?</b>	
<b>What did I like most about the way this session went? Why is this?</b>	
<b>What else worked really well at this session?</b>	
<b>What worked least well at this particular session? Why was this? What can I do in future sessions to minimize the chance that similar things will happen again?</b>	
<b>What surprised me most at this particular session? Why was this unexpected? What would I now do, with hindsight, to address this, if it were to happen again at a future session?</b>	
<b>How well do I now think that I started this particular session? Have I learned anything about how best to start this particular kind of session? How may I now fine-tune the beginning of a future similar session?</b>	
<b>How effectively did I explain the intended learning outcomes to students? Which of these outcomes seemed to be most important to them? With hindsight, can I adjust the intended learning outcomes to be more relevant to future students at similar sessions?</b>	
<b>How well did the students seem to take ownership of the need to work towards achieving the outcomes? Could the students see 'what's in it for me' regarding putting effort into the subject?</b>	
<b>Did I let the students know what, in due course, they needed to do with the topic? How clearly did I explain to the students what exactly they would need to work towards to show they had achieved the learning outcomes?</b>	
<b>To what extent did the students seem to want to learn the topic? Is there anything I need to do to help them to increase their want to learn next time?</b>	
<b>How much did the students know already about this topic, on average? Was this more than I expected or less than I expected? How would I adjust the content of a future session to fine-tune it better to what the students are likely to know already? How can I find out what they already know?</b>	

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<p><b>What was the best thing about the teaching room at this particular session?</b> Why did this really help the session? What can I do to try to ensure that this kind of venue feature will be put to good use in future sessions?</p>	
<p><b>What was the worst thing about the teaching room at this particular session?</b> What can I do in future to minimize the risk of similar things spoiling a session?</p>	
<p><b>To what extent did I manage to get the students learning by doing during this session?</b> Was this enough? If not, how could I have built in more student activity?</p>	
<p><b>Overall, how did the students behave at this session?</b> Am I happy with this?</p>	
<p><b>Was there something I did at this session that I wished I hadn't done?</b> If 'yes', what was this? What else could I have tried?</p>	
<p><b>What was my own best moment at this particular session?</b> Why do I feel good about this particular aspect? What can I do to lead to more such moments at future sessions?</p>	
<p><b>What did the most 'difficult' student do at this particular session?</b> What can I do to address such behaviours at future sessions, if they occur again?</p>	
<p><b>To what extent did teaching this session help me to make sense of the topic better?</b> What was the most important thing I learned about the topic?</p>	
<p><b>How much feedback did the students get on their learning during this session?</b> How much of this feedback was from each other rather than just from me?</p>	
<p><b>Did I manage to include opportunities for students to deepen their learning by explaining things to each other during the session?</b> Could I do more of this next time?</p>	
<p><b>To what extent did I manage to help students to deepen their learning of the topic by making informed judgements during the session?</b> (e.g. on their own work, or on things I gave them to judge).</p>	
<p><b>What, with hindsight, would I now miss out of the session?</b> Why would I now choose to miss this out of similar sessions in future?</p>	
<p><b>What else, with hindsight, do I wish I had been able to include in this particular session?</b> How best can I make time to include something along these lines in future similar sessions?</p>	
<p><b>How well do I think I closed the session?</b> Did I end it with a whimper or a bang?! Was I rushed towards the end of the session, trying to get through everything on my agenda? What would I do next time round, with hindsight, to make sure that a future similar session ended really positively?</p>	
<p><b>What do I feel about the feedback I have received from students at this session?</b> What will be the most important thing that I will do differently next time as a result of this feedback? What will be the most important thing I will do in exactly the same way because of this feedback?</p>	

<p><b>What was the most hurtful comment or grading in students' feedback?</b> Why do I find this hurtful? Was it justified? Is it really important considering the feedback as a whole? Would it be useful for me to do something different next time round to address this particular aspect of critical feedback?</p>	
<p><b>What was the most pleasing comment or grading I received in students' feedback?</b> Why does this please me so much? Will it be possible for me to get further similar feedback in future, and how will I adjust a future session to do so?</p>	
<p><b>How well did students feel that they had achieved the intended learning outcomes at the end of the session?</b> Which outcomes had they achieved best? Were any of the intended outcomes less important than others? How would it be useful, with hindsight, to adjust the intended learning outcomes for a similar session next time round?</p>	
<p><b>What is the most important thing I have learned about teaching sessions of this kind from this particular experience?</b> How will I put this learning to good use at future sessions?</p>	
<p><b>Any further thoughts?</b></p>	
<p><b>Date completed:</b></p>	

**Figure 8.6** Example of a self-reflective checklist



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