

Mid-Semester Feedback on Your SI Sessions

Meet w/ Supervisor

When:

Where:

Mid-semester feedback is primarily designed for you, the SI Leader.

- ☑ To know what's working well (so you can continue those things).
- ☑ To identify unmet needs or areas for improvement (so you can make those changes).

WHEN to Administer

If your course has a midterm, we encourage you to conduct your mid-semester feedback **one week after graded exams have been returned** to the students. In addition to allowing your students to get a better sense of their progress in the course, this timing gives them an intervening week to process their graded exams, and allows you to conduct a post-exam analysis/debrief.

If your course does not offer a midterm examination or equivalent, administer the feedback forms one week after handing back the assignment worth the most points during the first half of the semester.

Make sure your students complete their mid-semester feedback no later than the eighth week of class

HOW to Administer

- Customize the feedback form by inserting a list of class-specific skills to question #3, and add any additional questions for which you would like to solicit student feedback.
- Print out enough forms for your sections. Create a cover sheet that includes basic identifying info (the professor, course, and unique number of each section). Also note the date of either the midterm or last large assignment.
- Distribute the forms at the beginning rather than the end of your session, and allow 10-15 minutes for completion. Students are more likely to take their time and give thoughtful responses if they expect to stay after completing the evaluation.
- We strongly encourage you to leave the room as the students complete the feedback forms. Ask one student to collect the forms and put them into an envelope, and to notify you when everyone has finished. **Wait until after the session to read the feedback.**
- Note on the cover sheet the number of forms you receive for each discussion section.
- Arrange a meeting with your SI Supervisor to interpret the results of your feedback. Provide the hardcopies to your Supervisor at least a day before the meeting.
- Let your Supervisor know if you wish to have your feedback forms returned to you, otherwise we will shred the hardcopies once they've been compiled into a single document.
- Supervisors: send us the feedback forms after you've met with your leaders. Mail to: Coure Support & Instruction Team, (mail code: G5500), care of your Sanger Center contact, or drop your packet off in FAC 338.

This feedback also has value for students & the SI program

Opportunity for Students:

- To share thoughts anonymously.
- To shape upcoming sessions to better meet student learning needs.

Opportunity for SI Supers & Sanger Center staff:

- To identify emergent themes or issues that can be addressed in weekly meetings (or via individual consultation).
- To gauge the fit of SI for a particular class or instructor; to inform future decisions about SI in a given dept.

Mid-semester feedback can help make your sessions more effective and enjoyable, and can help us build a stronger SI program.

Interpreting Student Responses

Here are some things to look for as you read through the feedback:

- What reasons did students cite for why they found certain sessions/activities effective or useful?
- Conversely, which activities were less effective? Why?
- If much of the feedback is related to course content (rather than skills) what does that tell you? Does the content mentioned correspond to any particular skills? Do the student comments suggest any skill deficits that you can address in upcoming sessions?
- What—if anything—surprises you about your students' responses? Why?
- How will you share the results with your students? (This demonstrates that you take their feedback seriously and are willing to respond to helpful suggestions.)
- What have you learned as you enter the second half of the semester? What will you do differently?

Maintaining Perspective

As you read and process the evaluations, avoid drawing inferences based solely on this feedback. While there is useful information to be gleaned from student responses, they are only one measure of your overall effectiveness as a TA. Your Supervisor will help you contextualize your evaluations with other important indicators.

Sample Feedback Form

1. Which activities in SI have you found most engaging?
2. Which activities in SI have you found least engaging?
3. What would make you feel more comfortable to ask questions and contribute to discussion?
4. What tasks or skills have you found most challenging in this course?
Task/Skill Yes/No Comments
[TA -- Insert your own course-specific list here.
For example:
Reading the text
Understanding the lecture
Connecting the reading to the lecture
Writing the paper
Asking questions
Finding time to study]
Anything else not listed above?
5. What skills or strategies that we have worked on in SI can you use in other classes? If possible, please provide an example (the list above may give you some ideas).
6. As you look forward to the second half of the semester, think about what would improve the value of SI for you ...

a) What can the SI leader do? b) What can you do?

<Insert any other questions you'd find helpful>

What skills have you been trying to teach in your SI sessions?

The list you provide here will mirror the skills objectives from your SI lesson plans.

What else do you want to know?

You may choose to add a question or two that would address discipline-specific issues and/or any specific concerns that you have.

Talk to your Supervisor if you'd like help crafting those questions to get the most out of this opportunity for feedback.