Pre-Workshop Task **1 *for your* PORTFOLIO**

Task 1a: Complete the following tables

**Where am I now?** << INSERT DATE >>

**Large Group Teaching - Lectures**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | **Not applicable to me** | **Not yet** | **Yes** | **Date needed** | **Planned action** |
| Have you got lectures to prepare? |  |  |  |  |  |
| Do you know roughly how many lectures, and with how many students? |  |  |  |  |  |
| Will you have one or more series of lectures with the same group of students? |  |  |  |  |  |
| Have you got the intended learning outcomes for these lectures? |  |  |  |  |  |
| Have you given lectures before on this topic? |  |  |  |  |  |
| Have you got material on Moodle on this topic? Do you need handouts? |  |  |  |  |  |
| Have you got slides or overheads on this topic? |  |  |  |  |  |
| Are you already able to make PowerPoint slides yourself? |  |  |  |  |  |
| Will you be involved in setting exam questions in connection with your lectures? |  |  |  |  |  |

**Small Group Teaching**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | **Not applicable to me** | **Not yet** | **Yes** | **Date needed** | **Planned action** |
| Have you got small-group classes to prepare? |  |  |  |  |  |
| Do you know roughly how many classes, and with how many students? |  |  |  |  |  |
| Do you know where these fit into the overall module or course? |  |  |  |  |  |
| Are you delivering the module on your own? Is there someone else? Do you know who that is? |  |  |  |  |  |
| Do you know what the class is intended to cover? Do you already know the subject matter? |  |  |  |  |  |

**Marking**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | **Not applicable to me** | **Not yet** | **Yes** | **Date needed** | **Planned action** |
| Will you have marking to do? |  |  |  |  |  |
| Have you already experience of marking students’ work and giving them feedback? |  |  |  |  |  |
| Approximately how many students’ work will you have to mark? |  |  |  |  |  |
| Will you be giving the related lectures, or just some of them, or will other colleagues be doing the lectures? |  |  |  |  |  |

**Your Questions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | **Not applicable to me** | **Not yet** | **Yes** | **Date needed** | **Planned action** |
| Your own top three further questions or other specific concerns at this point: |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |