

CTLT Junior Educator Affiliates Programme (JEAP) Formative Teaching Consultation Request Form

Take note that this is NOT the survey, but you may reference this to help you collate the information necessary to submit the survey.

Please provide the following details:

Requestor information:

Name:

Preferred name:

NUS email address:

Faculty and Department (if applicable):

Job title:

Information about class to be observed by JEA:

Course code and title:

Date and time of class:

Class venue:

(If the class is held on Zoom, please state this and provide the url and password for the session.)

Expected duration of class:

Number of students in class:

Type of class to be observed:

- ☐ Discussion tutorial
- ☐ Computer lab session
- ☐ Science lab session
- ☐ Practical lesson involving hands-on work or creation
- ☐ Others (pls specify):

Provide more details about the class you will be teaching (e.g. topics covered, learning outcomes, lesson plan):

Would you like to meet your assigned JEA before they observe your class?

(During this meeting, you can find out more about the formative teaching consultation from our JEA, or discuss any issues or concerns you would like the JEA to look out for during your class. This meeting is optional and typically lasts around 45 minutes.)

Yes / No

Do you have a preferred JEA for this mentorship? If so, please indicate their name:

**Please note that while we will do our best to accommodate your preference, mentor assignments are subject to mentor availability.*

Have you obtained the permission of your course convenor for a Junior Educator Affiliate to observe your class?

Yes / No

*(Pls delete as appropriate, and submit your course convenor's written approval together with this form to CTLT. **Please note that the course convenor's permission is required for this consultation to proceed.**)*

TA/INSTRUCTOR SELF-EVALUATION

PART ONE

Indicate the extent to which you find each of the following teaching skills and competencies challenging in your teaching practice. If you are not familiar with the language/terms used to describe the skill/competency, please rate the skill/competency as ‘very challenging’.

(0 = not challenging at all; 5 = very challenging)

Aligning teaching and learning activities with the intended learning outcomes of your classes.

0 1 2 3 4 5

Effectively communicating with your students during classes.

0 1 2 3 4 5

Facilitating active learning in your classes.

0 1 2 3 4 5

Encouraging silent or unresponsive students to participate in your classes.

0 1 2 3 4 5

Building trust and belonging in the classroom.

0 1 2 3 4 5

Providing feedback that effectively improves student learning.

0 1 2 3 4 5

Taking appropriate measures to support students experiencing wellbeing-related challenges.

0 1 2 3 4 5

If you wish to learn more about these teaching skills/competencies, you may complete the CTLT's Teaching Assistants Programme – Foundation (TAP-F) course. This is a self-paced and

fully online course. If you have already completed this course, you may review the course contents on the course Canvas page.

If you have any questions about the TAP-F programme, please email cdtcch@nus.edu.sg.

PART TWO

Please answer Q1 and Q2.

Q1. What do you think are your greatest strengths as an educator?

Q2. Are there specific areas of your teaching you would like to further develop?