Guidelines for Interactive Presentations

We ask that you please use the following guidelines as you prepare your presentation. *Please note that the sessions are for 45 minutes, but you should offer plenty of opportunity for questions from the audience.*

This session is intended for presenters who have systematically assessed student learning at the course, program or school level, or have conducted a study related to the assessment of student learning at Northwestern. Presenters should be able to explain the learning objectives, methods/strategies they employed to gauge whether students met those objectives, and provide evidence of learning outcomes. Ideally, they should be able to explain how they used this evidence to improve in the next incarnation of the initiative or innovation, and provide lessons learned that might be useful to their audience.

**While this is not meant to be a template, we would like you to address the following points, while focusing on the assessment of student learning associated with your project.**

- **Rationale:** What was the learning/teaching question or issue that you were seeking to address? Why was this issue important? (To you? To your students? More broadly?)

- **Context:** What is the nature and scope of the learning environment (e.g. student numbers, level of the students, student profile(s), nature of learning environment etc.)?

- **Learning Objectives:** What are the main student learning objectives (intellectual, practical, personal and social, etc.) in your initiative? What were you hoping that your students/participants would be able to do, know, or value by the end of session, module, course, project, etc? If you are describing a study, please explain your overall goals.

- **Methods/Approaches:** What techniques and activities did you use to help students achieve the stated learning objectives? (e.g. small group work; project-based learning). If you are describing a study, please explain your research methodology.
• ***Assessment of Learning Outcomes:*** To what extent did your students meet the stated learning objectives? How do you know that your students were learning? (How effective was your initiative in facilitating student learning outcomes?) What types of assessments did you use? (e.g. Formative/Summative, peer, self, group, other). What evidence did you gather from your assessment? How did you interpret your evidence? Please explain in detail. If you are describing a study, please explain your findings/results.

• **Evaluation:** How did you evaluate this initiative? What could have been improved? (e.g. perhaps you realized that your instructions to your students could have been more clear, or that one of the approaches you used was overly complex). Were there any gaps between what was intended and what was achieved? What will you do differently next time?

• **Critical Reflections:** What lessons did you learn from this initiative? Moving forward, what are your next steps? How might others apply these lessons to their own teaching and learning contexts? Consider the broader applicability of your project to your audience.

• **Please leave some time for audience questions…thank you!**

All breakout rooms will have projectors, laptops, and microphones (if necessary for room size). Please email us your presentation no later than noon on November 17 and we will pre-load it. We realize you might be making changes to your presentation till the last minute, so if you can bring your presentation on a USB flash drive we can upload your most updated presentation the day of the forum. We will have staff from IT Support available to assist with technical setup. It is advisable to arrive early so they can get everything ready and checked out for you. We encourage those of you who are demonstrating web functionality to have a back-up plan with screen shots in case there is difficulty connecting to the internet. You will not need to bring hard copies of your presentation. We will make all presentations available to the participants after the forum.