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| i-agree-image-logo.png**Victoria University College** |
| **TNE Teaching Report**This form **MUST BE ATTACHED TO YOUR CLAIM FOR PAYMENT** and signed by the Site Coordinator. *Please reflect your teaching experience at the offshore location to provide valuable feedback for quality assurance and improvement*.  |
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|  |  |  |  |  |  |  |  |
| Family Name |  | Given Name |  |
| Staff ID |  | Partner Institution |  |
| Unit Name |  | Unit Code |  |
| Course |  | Teaching Dates |  |
| Number of students expected |  | Number of students attending (on average) |  |
| Local lecturer/tutor offshore |  |  |  |   |
|  |  |  |  |  |  |  |  |

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| **Please avoid a one word comment such as 'good/bad'.**   | Please tick only ONE Color |
|  | **Green** | **Orange** | **Red** |
| **1. Comments on venue, facilities and teaching resources**a. Venue and facilities *(e.g. classroom, laboratories, availability of PCs and staff room etc.)* | □ | □ | □ |
| b. IT and teaching resources(*e.g. internet, PCs, software, VU Collaborate access, projectors in room etc.)* | □ | □ | □ |
| **2. Comment on Teaching and Learning**(*e.g. class size, time available to cover the material, teaching strategy/technique for this cohort of students, and teaching material availability by students etc.)* | □ | □ | □ |
| **3. Comment on assessment process**Assessment*(e.g. assessment issues, student understanding of assessments, examination guide etc.)* | □ | □ | □ |
| **4. Comment on local lecturer***(e.g. no of meetings held, observation of teaching, language issues, content knowledge and others)* | □ | □ | □ |
| **5. Comment on students***(e.g. language issues, attendance, class participation and engagement, understanding of content and assessment etc.)* | □ | □ | □ |
| **6. Comment on travel arrangement and accommodation***(e.g. hotel facilities and cleanliness, travelling distance, public transport, flight etc.)* | □ | □ | □ |
| **7. Any other comments/suggestions for quality improvement** | Note\*:***Green*:** No issues identified or good practice noted.***Red*:** Major issues that warrant immediate actions***Orange:*** Issues identified but immediate and extent of impact is moderate. |

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| **Staff member signature** |  | **Date** |  / / |
|   |  |  |  |  |  |   |   |
| If the teaching staff is NOT the Unit Coordinator, please submit this form with your Claim for Payment Form to the Unit Coordinator before giving it to the Offshore Site Coordinator |
| **If Staff making the trip is NOT the Unit Coordinator** |
| **Read by Unit Coordinator** |  | **Date** |  / / |
|   |   |   |   |   |   |   |   |

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| **Read and assessed by** **Site Coordinator** |  | **Date** | / / |
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| **Read by VU College Director - Learning & Teaching** |  | **Date** | / / |
|   |   |   |   |   |   |   |   |

Version 3.0

Updated Feb 2015