

Assessment 3 – Analyzing Data for a Statistical Report

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EDTC 803 – Data Analysis and Report Writing

Dr. Amerman

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Communication Arts Department

University of Bangkok, Thailand

Memorandum

TO: Mr. Kwanta, Lecturer, Communication Arts Department

FROM: Himani Nigam, University of Bangkok

DATE: August 12, 2023

SUBJECT: Eligibility for professional development stipend

CC: Dr. Chayo, Academic Committee Chairperson

I am pleased to inform you of your eligibility for professional development stipend under the University's Lecturer development program. Based on the findings from the Teacher Effectiveness questionnaires obtained from 59 students, you have met the requirement outlined by the Academic committee as your rating exceeded the group mean (the mean values for all classes in the department) values on 7 out of 10 items. Your rating exceeded the group mean on questions 1, 2, 5, 6, 7, 8 and 10. Such score automatically approve you for the stipend. Please see attached appendix A for the questionnaire that was used to collect student responses and appendix B and C for the analysis of the result and the graphical representation of the group mean values and your mean values.

Areas of Strength

On the following items of the questionnaire, your scored higher than the average group mean:

1. I had a clear understanding of what I was expected to learn (item 1)
2. The course syllabus clearly stated what was required in the course (item 2)
3. Course material was presented in an understandable manner (item 5)
4. The instructor appeared well prepared for each class (item 6)
5. Considering the nature of the material, the instructor made the class interesting (item 7)
6. The instructor returned graded tests and homework within a reasonable time (item 8)
7. I would recommend this course and instructor to another student (item 10).

You were organized in terms of expectations and what was required for the course, and you communicated the learning objectives very well. Once the students understand what is expected of them, they are able to monitor their learning and progress accordingly. The students appreciated the fact that you were well prepared for class and the material was presented in a way that was easy to understand and was interesting to them. You were punctual in grading test and homework and used your time optimally. 39 out of 59 students (66%) either agree or strongly agree to recommend this course and you as instructor to another student. Having these many positive attributes provides an effective learning environment. It is recommended that you continue with the above practices.

Areas of Weakness

On the following questions, your scored lower the group mean:

1. The instructor encouraged participation and questions from students (item 3)
2. The instructor answered students' question in a thorough manner (item 4)
3. The instructor was available for consultation outside of class hours (item 9)

These items fall under the category of student engagement and communication. A good way to engage students in the classroom is to organize classroom discussion where students can share their interests and experiences with their peers and the instructor. Students learn better when they are engaged and actively participate in the learning. To engage the students, use their areas of interest in your course outline. This will keep them motivated and increase their retention ability. You can also foster a collaborative learning environment where students work together in teams and learn from each other. For an instructor to be effective, they need to have open communication with students. Not only does the instructor answer the queries in class, but they should also have consultation time outside of class so the students can approach them with their problems. Open communication between students and instructors improves academic performance. When students understand better, they are more likely to perform better on exams and assessments. It is recommended that these above items be improved upon in the future courses.

Congratulations on earning the professional development stipend. We hope you can use the award to attend seminars or courses that will improve your professional knowledge and teaching skills and help you become a better teacher.

Attachments

Appendix A: The Teaching Effectiveness Questionnaire

Appendix B: Teaching Effectiveness Questionnaire Response Summary with calculated means

Appendix C: Comparison of Mr. Kwanta's mean values to the group mean values as obtained on the teacher effectiveness questionnaire

Appendix A: The Teaching Effectiveness Questionnaire

The Teaching Effectiveness Questionnaire

Instructions: Use the following scale to complete this questionnaire.

1. Strongly disagree
2. Disagree
3. Neither agree nor disagree
4. Agree
5. Strongly agree

Indicate your response to each item by circling the appropriate number. When you have completed the questionnaire, please give it to the research assistant who is monitoring this evaluation.

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|----|--|-----------|
| 1. | 1. I had a clear understanding of what I was expected to learn. | 1 2 3 4 5 |
| | 2. The course syllabus clearly stated what was required in the course. | 1 2 3 4 5 |
| | 3. The instructor encouraged participation and questions from students. | 1 2 3 4 5 |
| | 4. The instructor answered students' question in a thorough manner. | 1 2 3 4 5 |
| | 5. Course material was presented in an understandable manner. | 1 2 3 4 5 |
| | 6. The instructor appeared well prepared for each class. | 1 2 3 4 5 |
| | 7. Considering the nature of the material, the instructor made the class interesting | 1 2 3 4 5 |
| | 8. The instructor returned graded tests and homework within a reasonable time. | 1 2 3 4 5 |
| | 9. The instructor was available for consultation outside of class hours. | 1 2 3 4 5 |
| | 10. I would recommend this course and instructor to another student. | 1 2 3 4 5 |

Appendix B: Teaching Effectiveness Questionnaire Response Summary with calculated means

Distribution of responses							Mean		
Item no.	1	2	3	4	5	Total	Mr. Kwanta's Mean values	Group Mean values	Difference between Mr. Kwanta's mean values and group mean values
1	2	5	10	23	19	229	3.88	3.70	+ 0.18
2	2	3	7	15	32	249	4.22	4.13	+ 0.09
3	3	2	18	20	16	221	3.75	3.85	- 0.10
4	2	2	13	21	21	234	3.96	4.03	- 0.07
5	2	2	7	28	20	239	4.05	4.02	+ 0.02
6	2	2	40	10	5	189	3.20	2.81	+ 0.39
7	2	2	11	22	22	237	4.01	3.92	+ 0.09
8	2	6	17	17	17	218	3.69	3.59	+ 0.10
9	3	2	12	24	18	229	3.88	4.32	- 0.44
10	3	2	15	24	15	223	3.78	3.52	+ 0.26

Appendix C: Comparison of Mr. Kwanta's mean values to the group mean values as obtained on the teacher effectiveness questionnaire

