

Guidelines for providing feedback to assignments

Common Units tutors should adhere to the following guidelines for feedback to students.

1. Student **must always be given written** feedback to accompany the grade.
2. Feedback should be **criterion referenced**.
3. Feedback should **provide for formative learning** so that students understand where they have gone right and wrong in order to apply this learning to future assignments.
4. Feedback should therefore be **extensive** enough to meet the above.
5. Feedback should be **positive** and acknowledge students efforts – use a kiss kick kiss approach.
6. When using grade book there should **always** be a **comment in the comment box** to accompany the grade and refer students to the marked up copy of assignment for more detail.

A good example of feedback

Gradebook View

Enter or modify a grade for the assignment. Click **View** to access files sent by the user, to enter feedback or instructor notes, or to send a file to the user.

Student Name	Item Name	Item Date	Last Submitted/Modified	Grade	Points Possible:	Average Score	Weight:	
KIM DAY (s183456)	1: Pt A (Assignment)	August 15, 2007	Monday, November 26, 2007 6:10:29 PM	77	100	74.4	10	View

User's Comments Please find attached Assignment 1a - Reflecting & Planning. By: Kim Day Submitted - Monday 26/11/2007

Hi Kim

Feedback to User This is a good effort, you have addressed the main topics and have organised your paper in a logical manner. In addition you have identified some good references for Assignment 1, part d. Your paragraph structure is a little problematic in places, remember to make it very clear where one ends and the next begins. Please see my additional comments tracked on your assignment And noted in the assessment criteria by clicking the link below in particular regarding your taxonomy.

Kind regards Sharon

Assignment Cover Sheet



STUDENT NAME - Kim Day		Access Services Library & Information Access Charles Darwin University PO Box 41246 Casuarina NT 0811 Phone: (08) 89466483 Fax: (08) 89466549 Email: <i>assignments@cdu.edu.au</i>	
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UNIT / MODULE NAME - Academic Literacies		Semester __SS Year __2007	
UNIT / MODULE CODE - CUC100			
TUTOR NAME - Sharon Bowles			
ASSESSMENT TITLE - Reflecting and Planning			
		ASSESSMENT NUMBER - 1a	
DATE OF POSTING	26./11./07.	DUE DATE	30./11./07
APPLIED FOR EXTENSION?		NO	
ASSIGNMENT IS ASSESSABLE	<input checked="" type="checkbox"/>	NON-ASSESSABLE	

Office use only

Tutor use only

DATE RECEIVED	PLEASE PLACE GRADE HERE
DATE SENT TO LECTURER	
RECEIVED AT ACCESS SERVICES FROM LECTURER	

Student's comments:

Tutor's comments

Hi Kim

This is a good effort, you have addressed the main topics and have in general organised your paper in a logical manner. In addition you have identified some good references for Assignment 1, part d.

Your paragraph structure is a little problematic in places, remember to make it very clear where one ends and the next begins.

You have made a very positive attempt at the taxonomy (framework) for Assignment 1, part d. As you work through the unit remember to keep returning to the final assignment question. You will need to synthesise how the skills (critical thinking, self awareness etc) are important in relation to specific issues/trends you have identified (IT, lack of male teachers etc).

Overall this is a positive start to the unit.

Well done.

Regards
Sharon

By the way don't forget to double space your papers, that way it is easier for tutors/lecturers to add comments.

Assessment Criteria: Assignment 1 Part a					
	Ex	Good	Satis	Poor	Unsatis
Personal Reflection 35%					
▪ Are the ideas organised logically into paragraphs?			x		
▪ Has the writer addressed the required topics?		x			
▪ Has each topic been dealt with fully enough within the required word count?		x			
▪ Has a list of sources been provided?		x			
Graphic Outline 35%					
▪ Does the graphic outline reflect the topics highlighted in the essay question?		X			
▪ Are the ideas organised logically in response to the essay question?		x			
Presentation 30%					
Does the assignment include:					
▪ Clear presentation as a Word document?		X			
▪ Correct spelling and punctuation?			X		
▪ Correct sentence structure?		X			
▪ The required number of words?		X			
▪ A clearly laid out graphic outline?		x			
General Comments:					
A good first assignment that indicates considerable effort and a good understanding of the task and this first stage of the process towards your major essay.					

Assignment 1 Part a: Reflecting and Planning for your major essay

Personal Reflection

There are many reasons why I decided to commence the Teaching and Learning Pre-service degree. The main reason is to fulfill my career aspirations of becoming a teacher. I feel that to become a teacher will add a meaningful purpose to my existence in this life. By being a teacher I will be able to contribute to the community by helping the children of tomorrow be everything that they strive for and to teach them everything they need to know to become the next leaders of tomorrow. I would also like to be able to assist children who may be having difficulties. Whether that be learning difficulties, language difficulties or problems at home. To be a helping hand and someone that a child can trust and be able to come to in times of need.

My main career goal is to complete my Teaching and Learning degree as a full time student in only a few years and to be qualified to teach within a primary school. Once I am a qualified teacher, I hope to gain full –time employment as a teacher and am hopeful to be able to assist with extra [curriculum \(curricular\)](#) activities at school such as coaching a sports team etc.

The major requirement to be completed to become a teacher is to complete a teaching degree at a higher education institution. Within that degree you must complete a certain amount of units of study and also enroll in specific courses directly related to the type of teaching you wish to do. For example you must complete at least 32 units of study and complete the compulsory units required to become a primary school teacher. You must also complete a specific amount of practical and on the job training [in preparation of being a teacher](#). This involves being in a classroom with another fully trained teacher to learn how they conduct their lessons and also how they deal with children within the classroom.

~~The~~ A major trend in society that is constantly changing is the role of technology. Throughout the last 20 years or so the role that technology has played in the learning process has changed dramatically. It is a responsibility of current teachers to keep up to date with the emerging technology and to be able to effectively pass on this information to students. Many courses are now conducted via the internet which enables people the freedom to learn at their own pace. Unlike 20 years ago, nowadays the majority of schools have a computer within each classroom, so it extremely important that the teacher is able to use this computer effectively and to be able to pass this knowledge onto their students.

There are now many programs and games that effectively aid in the learning process. This includes items like mathematics tutors, a spelling quiz or a counting numbers game. There is also the benefit now of mobile technology and the use of laptops. This enables us to be able to take a computer with us and to be able to use it no matter where we are. This means that the learning process never ceases to end. It also enables people who live in a remote locality or for people with a disability who cannot attend school the chance to be able to learn online via the internet.

There has also been a lot of documentation regarding the changes in teaching techniques. A lot of teachers now seem to moving away the process of just memorizing ideas and facts to making children find things out for themselves and then having them evaluate the information they have obtained and be able to use it effectively. The easy access to the internet makes this a very effective method of teaching.

It has been noted in many documents that the majority of the teaching workforce is female and also that there is a vast amount of that workforce that is now older than 45 years of age. This shows the need for more teachers within our society because as the teaching workforce gets older and retires the need for people to replace them will also increase.

[You have identified some pertinent trends here well done.](#)

Sources

These are good, and well done for using one of your set readings – remember you can use these for Assignment 1 part d. In addition, for your final paper (assignment 1, part d) it would also be good to add some references from Education Journals.

http://www.mceetya.edu.au/verve/resources/part_f.pdf

Demand and Supply of Primary and Secondary School Teachers in Australia

Author: Mceetya

2003

<http://www.academiccommons.org/commons/review/nercomp-10-27-05-emerging-trends-for-teaching-and-learning>

Emerging Trends for Teaching and Learning: A retrospective

by Gail Matthews-DeNatale, Academic Technology, Simmons College

27/10/2005

<http://technology.berkeley.edu/planning/strategic/pdf/TeachingLearningTrends.pdf>

Current Trends in Teaching and Learning

Draft prepared by Cythia Schrager, Office of Vice Provust for Undergraduate Education

April, 2005

www.aare.edu.au/03pap/bal03226.pdf

Current Trends in teacher educationL Some implications

by: Julie Ballantyne, Queensland University of Technology, Australia

2002

Accelerating Change, the complexity of problems, and the quality of our thinking (Chapter 1) – pp1-16

Author: Paul, Richard; Binker, A.J.A; Willsen, Jane

1993

This is a good preliminary taxonomy for your essay Kym - you have organized your ideas logically and identified key issues to discuss under each subtopic, it is likely you will continue to develop this as the unit progresses.

