

Discussion group leader's individual self-rating scale

To help faculty develop the skill of self-assessment in an AO course context, ask yourself the following questions to pinpoint the strengths and weaknesses of a discussion session.

Assign 1 point for an answer of "yes", 0 points for an answer of "no". A score of 17–20 is outstanding, 13–16 is good, 9–12 is satisfactory, 5–8 is adequate, and 1–4 is poor.

yes=1 /no=0

1. Learning outcomes were defined and necessary preparations for the session were properly handled
2. The discussion session started on time
3. All members participated in the discussion
4. Questions were well planned, properly asked, and provoked discussion
5. Discussion seemed to be spontaneous and not forced
6. Discussion was progressive, kept on the topic, and was directed toward the attainment of the objectives
7. I avoided lecturing or dominating the discussion
8. An attempt was made to get members to recognize and respect the opinions of others
9. I did not take sides in any discussion
10. I refrained from answering questions, referring them back to the group
11. I avoided putting forward my own opinions and ideas
12. Rephrasing was used only when necessary with the simplest words possible and was brief
13. Control over the group was maintained at all times
14. Frequent summaries of the discussion were made to crystallize group thinking
15. A blackboard or chart sheet was used effectively
16. All essential topics or phases of the outline were covered
17. Interest was maintained throughout the session
18. The group left with something to think about
19. A final summary was made with the help of the group or the facilitator
20. The discussion session closed on time

Total

