

## SciLifeLab Training Hub - Instructor Reflections Guide

This guide is intended to provide SciLifeLab instructors with a framework for integrating feedback into their course. We recommend for this structure to be used soon after the course finishes, including reflections from all instructors and assistants if possible.

### Learning outcomes

Learning outcomes encompass the intended aim of the course, or what participants are expected to be able to gain through taking the course. They are an iterative process, and adapting these after the course is completed will help direct future iterations. For more information on writing learning outcomes, see the [Training Hub Resources for Learning Outcomes](#).

### Reflective questions to guide learning outcome iteration:

1. Did the learning outcomes reflect the intention of the course/learning experience?
2. Were all participants able to engage in the learning activities and assessments? What barriers did your participants experience in engaging with the activities?
3. Were all participants able to demonstrate the learning outcomes by the end of the course? What form did this take -- practical activities, reported in survey forms, quizzes, completion of assignments, presentations, etc.?
  - For participants who weren't able to achieve the learning outcomes, what factors contributed to this, and what support could have helped them succeed?
4. Would any additional prerequisite knowledge have benefitted the participants?
5. Was the course time span adequate for achieving all learning outcomes?
6. Did any particular learning outcome require more or less time than expected, or did participants want to explore a particular learning outcome in more depth than planned?
7. Did the course material reach its intended target audience, or did it reveal any additional target audiences?
8. Should any learning outcomes be added, removed, or modified in future iterations of this course?

## Short-term Feedback

Short-term feedback is useful in gathering the immediate impressions of the course from the participants. The recommended short-term feedback survey is included in this resource collection, and the following questions are designed to help you make sense of the responses once the survey is completed by your participants.

### Reflective questions to guide short-term survey feedback:

1. Do you notice any demographics – participants from different sites, roles, gender, etc. – are represented more than others in your survey data?
2. Within the quality metrics section of the survey responses, did you receive mostly ‘yes’ answers? If you received responses of ‘no’ or ‘maybe’, were there any comments or indicators in the rest of the survey that explained this?
3. Were there any commonalities in the responses to what was enjoyed most and least about the course?
4. How could you adapt the course to create a more enjoyable and productive experience based on these responses?
5. Were some modules ranked less well than others? Were there indicators (eg – too little time, unclear instruction, etc.) of how these could be improved?
6. How was the instruction of the course rated by the participants? What actionable improvements can be made based on this feedback?
7. Should the structure of the course be adapted based on participant feedback?
8. Do you feel that this iteration of the course was a good match for the audience, timeframe, and your skills as an instructor?
9. Is there any feedback that you will not be following up on?

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Have questions? Connect with us at [traininghub@scilifelab.se](mailto:traininghub@scilifelab.se)

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