# Reflection Form

## Guidance to participant

Thank you for participating in this Office of Teaching and Learning (OTL) workshop. As part of this development experience, you will have the opportunity to carry out a set of activities to reflect on your own teaching practice. This reflection-on-practice will be demonstrated through your responses to the following questions. The purpose of this task is twofold:

1. To engage participants in a deeper, richer professional development experience
2. To provide a means to assess and certify participants seeking recognition through the Teaching Excellence Program

Staff may submit a Reflection for professional development activities relevant to their role that is not part of the Teaching Excellence Program as long as the professional development is related to supporting teaching, learning, or students. The professional development activity should be within the last few years. Staff need to address 2.a.iv in their Reflection.

Once you have completed this Reflection, please return a copy to your workshop facilitator or Trevor Morris in the OTL for their feedback. If the facilitator accepts your Reflection as evidence of critical reflection on practice, you will receive a signed copy with feedback.

This Reflection provides important evidence toward recognition for HEA-Track participants.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workshop or Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Reflecting on what you learned in this workshop or professional development event, how does what you learned relate to your past teaching experiences or professional practices? (approximately 200 words)
2. Reflecting forward, develop an implementation plan to apply these principles. You will be asked on the HEA application to provide evidence of this implementation. (approximately 300 words)
	1. Consider the following:
		1. What specific principles or practices from the workshop will you use in future practice?
		2. Why do you feel these principles or practices will benefit student learning?
		3. What evidence will you collect to inform your practice?
		4. In what ways will the changes you implement to your practice relate to PSF?
	2. Experienced faculty can waive this section and expand their response to prompt 1 to 500 words.

## **Facilitator’s feedback**

| **Assessment criteria** | **Facilitator’s response** |
| --- | --- |
| 1. The participant made a plausible connection to the workshop topic and their prior practice.
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| 1. The proposed implementation and evaluation plan will provide substantive evidence in support of the HEA fellowship application. For experienced faculty, there were multiple substantive connections to practice shared in part 1.
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**Statement of acceptance and authentication (for facilitator)**

As the facilitator of this workshop, I accept this participant’s Reflection as critical reflection on their practice and plans to implement changes to their practice.

Facilitator signature:

Date: