
Confidential Memorandum

Date: 8/10/17
Subject: Professional Development Stipend Eligibility- Report
From: Daniel Ward
Company: University of Bangkok
To: Mr. Kwanta
Cc: Dr. Chayo
Company: University of Bangkok; Communication Arts Department

Findings:

Based on the student evaluations received from two courses, you have received a mean score greater than the group mean score on seven out of ten items. The results of your mean scores compared to the group's mean score can be seen in the attached appendix.

You received a mean score lower than the group mean score on three of the ten items. Those items are:

- Item #3: The instructor encouraged participation and questions from students
- Item #4: The instructor answered students' question in a thorough manner.
- Item #9: The instructor was available for consultation outside of class hours.

Conclusion:

You have met the university's requirement by receiving a higher mean than the group's mean score on seven of ten items in the course evaluation.

Recommendation:

Based on the calculations listed above, I recommend that Mr. Kwanta be granted the professional development stipend as the university's requirement has been met. Please reach out to me with any questions on my decision, the data I provided, or any other related question.

Regards,

Daniel Ward

APPENDIX

Item Number	1	2	3	4	5	Total	Kwanta	Group
1	2	10	30	92	95	229/59	3.88	3.7
2	2	6	21	60	160	249/59	4.22	4.13
3	3	4	54	80	80	221/59	3.75	3.85
4	2	4	39	84	105	244/59	3.96	4.03
5	2	4	21	112	100	239/59	4.05	4.02
6	2	4	120	40	25	191/59	3.23	2.81
7	2	4	33	88	110	237/59	4.01	3.92
8	2	12	51	68	85	218/59	3.69	3.59
9	3	4	36	96	90	229/59	3.88	4.32
10	3	4	45	96	75	223/59	3.77	3.52

Confidential Memorandum

Date: 8/10/17
Subject: Professional Development Stipend Eligibility- Critique
From: Daniel Ward
Company: University of Bangkok
To: Mr. Kwanta
Cc:
Company: University of Bangkok; Communication Arts Department

Dear Mr. Kwanta,

Congratulations on meeting the criteria to become eligible for a stipend for professional development.

As noted in your eligibility memorandum, you received a mean score lower than the group mean score on three of the ten items. Those items are:

- Item #3: The instructor encouraged participation and questions from students.
- Item #4: The instructor answered students' question in a thorough manner.
- Item #9: The instructor was available for consultation outside of class hours.

In order to increase your mean scores for these items, it is recommended that you address several areas. First of all, you should encourage participation and questions from your students. Some examples of how this can be achieved include utilizing a-synchronous and synchronous communication technologies and assigning participation points to final grade calculations.

Secondly, you should concentrate on addressing student questions more thoroughly. This can be achieved by referencing assigned or additional reading material that address the students' concerns. Also, meeting with students individually to address students' questions will increase the likelihood of student comprehension of the subject matter.

Lastly, based on the course evaluations, you should make yourself more available to students outside of class hours. This can be achieved by offering virtual office hours via the learning management system, Skype or other technology-based platform. Additionally, you can provide telephone conferences by utilizing Google Voice.

Additional details on the aforementioned examples will be covered and techniques will be shared at professional development sessions offered to you by way of the stipend.

Your course evaluation results exhibit a number of strengths in your teaching style and classroom procedures. These areas should not be ignored so that these do not become weaknesses in the future. These items on the course evaluations where you achieved a greater mean score than the group include:

Item #1: I had a clear understanding of what I was expected to learn.

Item #2: The course syllabus clearly stated what was required in the course.

Item #5: Course material was presented in an understandable manner.

Item #6: The instructor appeared well prepared for each class.

Item #7: Considering the nature of the material, the instructor made the class interesting

Item #8: The instructor returned graded tests and homework within a reasonable time.

Item #10: I would recommend this course and instructor to another student.

Based on these scores, your strengths include: providing your students with a thorough description of course objectives, clearly provide course requirement in your course syllabus, exhibit preparedness to your class, you engaged the students in the course material, and you provide students with graded assessments in a timely manner.

Please feel free to reach out to me with any questions or concerns regarding your evaluation results, my recommendation or any related matter.

Regards,

Daniel Ward

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