Bangkok University International College (BUIC)

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TO: Cordelia Twomey, Director of Human Resources

FROM: October Hudley, Staff Development Chairperson

CC: Ann Cayo, Academic Committee Chairperson

DATE: August 10, 2013

SUBJECT: Recommendation for Approval of Professional Development Stipend

On October 1, 2013, a questionnaire was distributed to Mr. Kwanta’s group of lecturers Mr. Kwanta was the lecturer to assess effectiveness of their teaching abilities. When a lecturer receives a means rating that exceeds the group mean (mean for all classes in the department) on at least 7 out of 10 items, that lecturer is automatically approved for the stipend (Kuiper, 2010).

According to the questionnaire findings completed by the students, Mr. Kwanta lectures received a means rating 7 out of 10 that exceeded the group (2) means. Mr. Kwanta lecturers not only encouraged students to participate and answer questions, but also provided thorough feedback in order for the students to comprehend.

I highly recommend Mr. Kwanta’s lecturers for the approval of professional development stipend they rightfully earned. According to the results of the questionnaire, the lecturers have proven to be worthy according to the students questionnaire responses. The lecturers took pride in encouraging the students to excel to their highest potential.

In conclusion, figure 1 questionnaire results reflect the teaching effectiveness of Mr. Kwanta’s lecturers. The students answered 7 out of 10 questions with a higher score compared to Group (2). The questionnaire concurs with my decision of recommendation for the approval of a professional development stipend for Mr. Kwanta’s lecturers.

Thank you for your cooperation. If you have any questions I can be reached at +66 2350 3500 or feel free to email me at ohudley@leagueducators.com.

Teaching Effectiveness Questionnaire Response Summary

Key Mr. Kwanta computer class mean.

Group (2) mean represents the mean for all illustrators in the department.

Distribution of Responses Mean

*Figure* 1. Reflects questionnaire calculated means results for Mr. Kwanta lecturers in comparison to means results in Group (2).

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TO: Cordelia Twomey, Director of Human Resources

FROM: October Hudley, Staff Development Chairperson

CC: Dr. Chayo: Academic Committee Chairperson

DATE: August 10, 2013

SUBJECT: Critique Report of Explanation for Approval Award of Educational Benefit

On October 1, 2013, a questionnaire was distributed to Mr. Kwanta’s group of lecturers to assess effectiveness of their abilities. When a lecturer receives a means rating that exceeds the group mean (mean for all classes in the department) on at least 7 out of 10 items, that lecturer is automatically approved for the stipend (Kuiper, 2010).

According to the questionnaire findings completed by the students, Mr. Kwanta’s lecturers received a means rating 7 out of 10 that exceeded the group (2) means. The scales on the questionnaire ranged from strongly agree to strongly disagree.

The following are explanations of the results of Mr. Kwanta’s lecturers display of professionalism within and educational institution.

1. One of the questions asked was if you clearly understood what you were expected to learn and the response reported results reported for Mr. Kwanta’s lecturers 3.88 to Group (2) 3.70.
2. The students felt the lecturers were well prepared for class and the results were in Mr. Kwantas’ favor with a high score of 3.23 in comparison 2.81 results from Group (2).
3. What was most rewarding is Mr. Kwanta’s lectures made the school work interesting which motivated the students to excel to their highest potential. When asked considering the nature of the material, “did the instructor make it interesting”, Mr. Kwanta’s lecturers received a 4.02 over Group (2) 3.92.

The following reflects the needs of improvement areas where Mr. Kwanta’s lecturers fell short on the questionnaire.

1. The students felt Mr. Kwanta’s lecturers did not encourage class participation or questions from the students. The result proved Group (2) addressed the issue slightly over Mr. Kwanta’s lecturers with a 3.85 verses 3.74.
2. It is important for instructors to answer questions thoroughly so the students will be able to comprehend the subject and complete assignments. Group (2) results in this area were a 4.03 meaning they addressed the issue and Mr. Kwanta’s lecturers fell short with a 3.97.
3. Students in need of individualized instruction received extra assistance from Group (2). Questionnaire results proved Group (2) with an overwhelming total of 4.32 would remain outside of class hours to assist the students. Mr. Kwanta’s lecturers only scored a 3.88 on the questionnaire showing they fell short in the area of providing extra services for the students in need.

Figure 1 below is a diagram depicting in yellow highlights the areas were Mr. Kwanta’s group of lecturers fell short on the questionnaire and requires needs of improvement.

Teaching Effectiveness Questionnaire Response Summary

Key Mr. Kwanta computer class mean.

Group (2) mean represents the mean for all instructors in the department.

Distribution of Responses Mean

*Figure* 1. Reflects questionnaire calculated means results for Mr. Kwanta’s lecturers in comparison to means results in Group (2).

In conclusion, figure 1 questionnaire results reflect the teaching effectiveness of Mr. Kwanta’s lecturers. The students answered 7 out of 10 questions with a higher score compared to Group (2). Although, there was room for need of improvements, my decision of recommendation for the approval of professional development stipend for Mr. Kwanta’s lecturers remains standing.

Thank you for your cooperation. If you have any questions I can be reached at +66 2350 3500 or feel free to email me at ohudley@leagueducators.com.

REFERENCES

Kuiper, S. (2009). *Contemporary Business Report Writing* (4th ed.). Cincinnati, OH:

Cengage Learning.

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| --- | --- |
| **ELEMENT** | **GRADE** |
|  | **E**xcellent, **A**verage, **U**nacceptable |
| Research |  |
| Content |  |
| Writing and Mechanics |  |
| Presentation |  |
|  |  |
| Letter Grade for #4 |  |

October, a “lecturer” is a job title. It is the bottom entry point. Then Instructor. Then Assistant Prof. Then Assoc. Prof. Then Prof.

Mr. Kwanta is a lecturer. There might be 10 lecturers. He is one of them.

Write it just about Mr. Kwanta.