

Assessment 3

Analyzing Data for a Statistical Report

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MEMORANDUM

TO: Mr. Kwanta
FROM: Mrs. Lampert
CC: Chairperson, Dr. Chayo
SUBJECT: Lecturer Development Program
DATE: August 8, 2017

The purpose of this memorandum is to communicate with you that we have analyzed the data from the fifty-nine student questionnaires that were completed at the end of the term. Additionally, we have reviewed your application for financial support through our university's Lecturer Development Program.

There were ten categories on the questionnaire. Your mean rating exceeded the group mean (means for all classes in the department) in seven of these categories. Two areas that stood out were in regards to appearing that you were well prepared for each class, as well the amount of students that would recommend the course and you, as the instructor to another student. The median rating was significantly higher than the group in these specific areas. This is wonderful. Keep up the good work.

In the future, as you look for professional development opportunities, you should try to focus on improving ways that you can encourage participation and questions from students, as well as enhancing your ability to answer students' questions in a thorough manner more effectively. As we reviewed the data from the questionnaires, these are areas that your rating was lower than the group. Furthermore, your rating was significantly lower than the group in regards to making yourself available for consultation outside of class hours. This is something that you will need to work on in the future. It is important to make sure that your students know that you are available support your students when needed. If you would like further information regarding your questionnaire results, please refer to Appendix A.

Overall, the data shows that your teacher effectiveness meets the satisfactory requirement for automatic approval of the professional development stipend. Therefore, it is our pleasure to provide you with financial support to attend seminars or courses that will improve your professional knowledge and teaching skill.

On behalf of the University of Bangkok, I would like to congratulate you on being approved for the Lecturer Development Program! Thank you for your hard work and continued dedication to the education profession.

Appendix A

Teaching Effectiveness Questionnaire Response Summary - Mr. Kwanta

1. I had a clear understanding of what I was expected to learn.
2. The course syllabus clearly stated what was required in the course.
3. The instructor encouraged participation and questions from the students.
4. The instructor answered students' questions in a thorough manner.
5. Course material was presented in an understandable manner.
6. The instructor appeared well prepared for each class.
7. Considering the nature of the material, the instructor made the class interesting.
8. The instructor returned graded tests and homework within a reasonable time.
9. The instructor was available for consultation outside of class hours.
10. I would recommend this course and instructor to another student.

Table 1

Comparison of Teaching Effectiveness Questionnaire Item Means for Mr. Kwanta

Item No.	Distribution of Responses					Total	Mean		Difference
	1	2	3	4	5		Kwanta (1)	Group (2)	
1	2	5	10	23	19	229	3.88	3.70	0.18
2	2	3	7	15	32	249	4.22	4.13	0.09
3	3	2	18	20	16	221	3.75	3.85	-0.10
4	2	2	13	21	21	234	3.97	4.03	-0.06
5	2	2	7	28	20	239	4.05	4.02	0.03
6	2	2	40	10	5	191	3.24	2.81	0.43
7	2	2	11	22	22	237	4.02	3.92	0.10
8	2	6	17	17	17	218	3.69	3.59	0.10
9	3	2	12	24	18	229	3.88	4.32	-0.44
10	3	2	15	24	15	222	3.78	3.52	0.26

Note: (1) Computer class mean and (2) Group mean represents the mean for all instructors in the department.