

# *Portfolio*

for tutorials with correction of exercises  
about the tutorial held by

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Template from  
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# 1 Personal data

- Short description of the own role as a tutor

- Personal aims

- Enumeration of the professional and methodical prior knowledge and experiences (completed modules, teaching experiences)

## 2 Self-developed methodical tools for the correction

- Preparation and filing of a correction scheme at the example of a correction of an exercise sheet (first or second exercise sheet)
  - filing a protocol of the correction of an exercise sheet (number of participants and their gender, number of repeaters, time (weekday and time of day) of the tutorial, time of the submission, time of the correction, duration of the correction, explanations on the times for the corrections of the single exercises, tools as sample solutions, rules for additional points and deduction of points)
  - a correction scheme

The correction scheme can help you to become aware of your approach and your rules for the correction and the evaluation. Your scheme should support that your scoring system is as fair as possible.

Factors that can lead to an unfair evaluation of an exercise, are for example a badly readable presentation of the solutions on the exercise sheet, poor performances of the students beforehand, unusual thinking style, problems with certain wordings (non-native speakers), suspicion that the solution is copied from somebody else, missing regulations for additional points, borderline cases for the acceptability of the exercise sheet, longer interruptions during the correction, better evaluation of the most recently corrected exercise in case of bad performance of the whole group in this exercise.

Please also give short statements, how your approach presented in your correction scheme reduces the possibilities for an unfair evaluation.

- **Reflection of the awarding of points**

- filing an anonymous, authorized sample correction
- the explanations of the scoring system for the sample correction, e.g. in case of deduction of points about the type of the mistakes (careless mistakes, calculation errors, comprehension problems),

- **Diagnoses of special individual problems of the participants in the tutorial**

- filing a list of identified individual problems of the participants of your group (anonymised) and resulting developmental goals
- overview of your feedback concerning these goals given to the students (regarding at most three problems for each participant)

These developmental goals help you not only to report WRITE or WRONG, but also to give feedback concerning the development of mathematical thinking, style as well as the concerning the communication in the group.

Please enumerate individual criteria for the participants, that you think can be improved, after the third tutorial session at the latest.

Examples are:

concerning the preparation of the exercise sheets

- \* use of unusual notation and abbreviations
- \* missing structure (statement, proof, calculations, conclusion, induction scheme)
- \* missing understanding of the structure of proofs
- \* development and use of examples
- \* readability of the handwriting
- \* plausibility of explanations
- \* appropriate length of explanations
- \* missing of essential arguments
- \* appropriate use of given conditions

or concerning the participation in the tutorial

- \* missing participation in the tutorial
- \* late arrival
- \* missing willingness to present a solution at the blackboard
- \* distraction of other participants

For the presentation of your feedback, please choose at most three developmental goals for each participant. Please file an overview of your chosen developmental goals, as well as form and time of your feedback given to the students. If you do not find any improvable routines in your group, please indicate time and form of your positive feedback given to the students.

### 3 Material for the correction (self-reflection)

- filing of a self-made sample correction,
- list of used / desired tools for the correction,

exercise / exercise sheet	tools used for the correction, problems with the correction
	for example <ul style="list-style-type: none"><li>* best solution from a student</li><li>* own sample solution</li><li>* lecture</li><li>* problems to solve the exercise independently</li></ul>

## 4 Presentation / performance in the tutorial

Planning and reflection of a tutorial:

- time plan for the tutorial, reasons for the selection of solutions, that are presented in the tutorial
  - for example a particularly inventive solution and/or comparison with sample solution, presentation of solutions with typical mistakes
- copies of selected corrected solutions of the exercise sheets
- photo of what was written on the blackboard, copies of used slides or presentations



## **5 Feedback from the students in your tutorial and reflection**

- summary of the feedback from the participants,
- short reflection

## **6 Special advice from other tutors**

- summary (dates of the visits, issues of the counselling, reactions)

## **7 Visit of the lecturer**

- summary (dates of the visits, feedback, reflection)