

Explanations on the portfolio for lecturers

The modules Tutorenpraktikum (P2G1), Practical Teaching Course (P4G1) and Mathematisches Praktikum (MB08) were and are in the responsibility of the lecturer and have two weekly hours per semester. As before visiting the tutorials and evaluating this is part of the exam. Instead of a written report the new examination regulations require that the students prepare a portfolio. Portfolio and presentation in the tutorial are weighted 1:1. The portfolio has several functions. It may help the students to improve own practices by making themselves aware of their routines in correcting and their performance in the tutorial. Furthermore, the feedback from other tutors and the lecturer have the aim to further develop the teaching and mentoring activity in the tutorial. The lecturers express their expectations concerning the portfolio and corresponding framework conditions themselves. They can, according to the focus of the lecture, emphasize different aspects. The templates for the portfolio (for tutorials with and without weekly corrections of exercises) are a thought out suggestion made from a view of mathematical didactics. The tutors reflect several aspects of their tutorial and collect material, that supports the evaluation of the tutor by the lecturer. The reflection on some of the aspects can be short, as long it is clear that the tutor has seriously thought about the point. In detail, the aspects are:

- short description of the own role as a tutor,
- short description of the personal aims,
- enumeration of the professional and methodical prior knowledge and experiences (completed modules, teaching experiences),
- 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,
- 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),
- selection of individual criteria as feedback for the participants during the semester,
- protocol of the feedback given to the participants,
- filing of a self-made sample correction,
- list of used / desired tools for the correction,
- summary of the feedback from the participants and other tutors,
- summary of the feedback from the lecturer (after the visit of the tutorial).

The work on the portfolio reveals information, that may enable an immediate improvement of the course during the lecture period. When the lecturer visits the tutorial, the portfolio is not yet complete. If the lecturer talks to the tutor about the portfolio, this can lead to important information for the preparation of the next tutorials. It is worth to give a first feedback about the aspects of the portfolio at this time already.

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