



Harvard Division of Continuing Education

Guidelines for Self-Reflection

(Completed by Instructor for 1 Individual Course Session)

Our Vision: The Faculty Development Team in the Department of Teaching in Learning thought partners with instructors on effective teaching practices and pedagogy for human-centered learning. We support instructors to continuously develop their teaching practice by creating learning opportunities for them to grow, evolve, and share their expertise to inspire others. Learning opportunities consist of online resources, group trainings, individual consultations, teaching observations, and communities of practice.

Across our Department, we design resources to help you plan the pedagogy of your course and use tech tools like Canvas and Zoom:

- [Get Ready To Teach](#)
- [Self-Paced Faculty Institute](#)
- [Live Consultations And Trainings](#)
- [Self-Serve Guides](#)

Contacts: To share your questions, concerns, and ideas, you can reach out to us at FacultyDevelopment@extension.harvard.edu

Purpose of Reflective Practice: As an instructor, it is important to be a reflective practitioner and engage in the ongoing process of critical reflection to think about the ways in which you want to adapt and shift your teaching practice and perceptions. This enables you to learn from what has already happened and enhance your future teaching practice and learning experience for students.

Steps in Teaching Observation Process: Our teaching observation process will occur in phases. After you share your self-reflection form with the Faculty Development Team, we will meet with you to debrief your self-reflection, for us to provide you with feedback, and to identify goals together that you can implement into your teaching. We will check-in on your progress during a follow-up observation and meeting.

- 1) 1st Self-Reflection Form of 1 Individual Course Session (Pre Feedback)
- 2) Goals Meeting to Share Self-Reflection, Receive Feedback, & Identify Goals (1 Hour)
- 3) 2nd Self-Reflection Form of 1 Individual Course Session (Implementing Feedback)
- 4) Progress Meeting to Check-In on Progress (1 Hour)

Self-Reflection Form	
<p>Purpose & Scope of Form: The purpose of this form is for you to reflect upon your teaching within the scope of an individual course session and to identify glows (areas of success) and grows (areas of growth) to continue developing your teaching practice. Please indicate the specific date and name of your course session in order for the Faculty Development Team to observe your course by viewing a video recording on Canvas.</p>	
Course Information	
Instructor Name:	
Course Name & Number:	
Date & Time of Course Session:	
GLOWS	
<p>Identify 3 areas of success that you want to continue excelling in. <i>You can use a video recording of your course session to identify teachable moments, which can include a teaching interaction, approach, or strategy. Add time stamps if applicable for these teachable moments.</i></p>	
I feel good about:	Time Stamp if Applicable (00:00)
1)	
2)	
3)	
GROWS	
<p>Identify 3 areas of growth you want to actively enhance. <i>You can use a video recording of your course session to identify teachable moments, which can include a teaching interaction, approach, or strategy. Add time stamps if applicable for these teachable moments.</i></p>	
I would like to work on:	Time Stamp if Applicable (00:00)

1)	
2)	
3)	
NEXT STEPS	
<i>We will deliver our own observations and then meet with you to identify 2 goals together.</i>	