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**EVALUATION FOR TEACHING NOTES**

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Leader : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/CoE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presentation date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please ( **/** ) a score for each evaluation criterion in the *Score* column. Comments and suggestions on how to improve the teaching note

(based on the criteria) should be made on the space provided beneath the particular criteria.

| **No.** | **Criteria** | **Score** | | | | | **Comment** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **10/09**  Strongly agree/  Very clear | **08/07**  Agree/ Clear | **06/05**  Somewhat disagree/ Unclear | **04/03**  Disagree/ Unclear | **02/01**  Unacceptable |
| 1. | Teaching Note begins with short, accurate **case synopsis** |  |  |  |  |  |  |
| 2. | Teaching note includes a minimum clear **learning objective** |  |  |  |  |  |  |
| 3. | Teaching note clearly identifies the **level of case difficulty** |  |  |  |  |  |  |
| 4. | Teaching note clearly identifies the **course(s)** in which the case can be used |  |  |  |  |  |  |
| 5. | Teaching note has a meaningful, challenging **case discussion questions** |  |  |  |  |  |  |
| 6. | Teaching note provides complete, well-written **answers/responses** to each case discussion question |  |  |  |  |  |  |
| 7. | The case questions and the sub-questions help the facilitator in case-leading discussion. |  |  |  |  |  |  |
| 8. | Teaching note includes **worksheets and data analyses** for all required quantitative reasoning questions |  |  |  |  |  |  |
| 9. | Teaching note clearly identifies the **relevant theory** supporting the case’s central issue(s)/ decision(s) |  |  |  |  |  |  |
| 10. | Teaching note has well-defined, case **teaching plan** |  |  |  |  |  |  |
| 11. | Where **alternative opinions, approaches** are possible, teaching note includes these, thus supporting the idea that decision makers can have competing, alternative points of view and approaches |  |  |  |  |  |  |
| 12. | Teaching note has evidence that both the case narrative and case discussion questions have been **class tested** |  |  |  |  |  |  |
| 13. | Overall, the teaching note is **well-written**, free of grammatical and spelling mistakes |  |  |  |  |  |  |
| 14. | Overall, the teaching note meaningfully supports lecturers for **in-class use** of the case, regardless of whether they are novice or experienced case method practitioners |  |  |  |  |  |  |

**Recommendation**

Please place an **/** against the recommendation which applies:

|  |  |
| --- | --- |
| Accept without content changes |  |
| Accept with **minor** content changes |  |
| Accept with **major** content changes |  |

Reviewer’s name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_