

Hi students,

you are members of a focus group this semester, and this email will give you some basic information on the concept. I am currently the student assistant for focus groups, and if you have any questions after reading this email you can direct them to me.

Every course at the faculty will each semester be evaluated by the students, where the focus group of the course is the link between the students and the teachers. The focus group will through meetings with the students and the teachers bring forward possible problems and proposals for changes, within matters that occur throughout the semester.

The focus group will at the end of the semester write a report on behalf of the students which will be available for next years focus group. The idea is that this arrangement will help to improve the courses and the quality of our education.

The following is guidelines to how this should be done:

1. The teacher will at the start of the semester find 2 or 3 students for the focus group, depending on the total number of students.
2. The focus group and the teachers will have at least 3 meetings throughout the semester. The current situation will be discussed by the students before the meeting, and the feedback from the students will be presented at the next meeting between the focus group and the teachers. The idea is that problems that may occur will be dealt with continuously, and that good and bad feedback will reach the teachers and the students in a proper way.

The teachers will at the first meeting of the semester present last years report to the focus group, and explain the content. This is to

ensure that the reports is used to improve the courses.

3. At the end of the semester, the focus group will write a report on behalf of the students, where the semester is summarized. The feedback and possible changes for the future is important information, which by this can be transferred to next years focus group.

The report should be marked with the following colors:

Green- Overall a good course.

Yellow- Overall an adequate course.

Red- Overall a not satisfying course.

The focus group will send the report to the student assistant for the focus groups.

The attachment is a more thorough description of the general guidelines for evaluation on NTNU, made by the student council. If you have any questions please send me a mail, or come by me at campus. I am currently sitting in the second room in the hallway on the opposite side of the computer room.

Best regards,

Silje Taftø Petersen, student assistant for focus groups