

Focus group booklet

A guide for students in focus groups at NTNU.



[www.studenttinget](http://www.studenttinget.no)

The focus group is a connection between the subject teacher and the students.

A focus group gives the subject teacher the opportunity to get feedback on his work. The following chapters and topics are a guide for what the focus group can bring up in a meeting. This booklet is a tool for the teacher and the student to talk about how they can work together in the best possible way in the auditorium.

How to work in a focus group connection between the subject teacher and the students.

- Every subject shall have a focus group.
- There shall be at least 2 students in a focus group.
- The subject teacher is responsible for establishing a focus group.
- If there is a subject where there are more subjects involved, there shall be representatives from each programme.

The intention is to secure and increase the quality of the teaching at NTNU. The student group gives the students a chance to point out good and not so good factors about the teacher's methods and teaching.

Every focus group shall write a report with the student's point of view about the quality of the teaching. The report is to be saved so that later focus groups can have a look at it.

The students in the focus group shall give the teacher constructive criticism together with their fellow students. This can be done in a meeting at the end of a lecture, via mail or by a questionnaire filled out by the students in the class. The questions asked in the questionnaire can for example be as following:

- Does the teacher involve the students in the lecture?
- Does the student like the usage of Power Point or the board best? Are there other methods of teaching the student prefer?
- Are the term paper and assignments good/bad? Too many/ too few?
- How can the teaching in general be better?

The focus group then brings the answers that they got from their fellow students in to their meeting with the teacher.

Evaluation of the teaching

The evaluation of the teacher and the teaching methods is to be done half way through the semester. This way the evaluation gives the teacher feedback on how the teaching has been so far, and how it can improve for the rest of the semester. Topics for further discussion:

Background

- Go through the results from the evaluation from the students.
- There are designations in every subject, are they clear and do they correlate with the description in the Study Plan?
- Have the students got all the necessary information?
- Are all the necessary resources adequate?

Teaching

- Are the goals of the subject clear?
- Does the teacher work towards the goals?
- Is the teaching based on research?

Progression

- Did the students have the necessary precognition for the study?
- How is the progression in the subject? Slow/ fast?
- How is the progression in this subject compared with other subjects?
- Is this subject in connection with other subjects?
- Is the teaching on the right track to fulfill the goals that are set in the study- and semester plan?

Term paper and assignments

- How is the amount of work?
- How is the work organized?
- How is the work coordinated?

Learning environment

- Is the learning environment good?
- What could be done to improve the learning environment?
- Is the contact between the teacher and the students good?
- How is the physical environment? (space and comfort in the auditorium, the reading areas, computer halls etc.)
- How is the environment arranged for people with function disabilities?

Do you have any question or need more information?
Contact:

Studenttinget NTNU
www.studenttinget.no
Telefon: 735 93 288
Alfred Getz vei 3
Rom 121
«Stripa» at Gløshaugen

Studentrådene
www.studentraad.no



The Student Parliament

The Student Parliament of NTNU is the highest governing body of the student democracy at the university.

25 students are elected for one year and represent all the faculties at the university.

The Student Parliament has meetings about once a month to discuss and make decisions on behalf of all the students of the university. In essence The Student Parliament is the voice of all the students towards the Administration and Board of NTNU, as well towards the general public and the Norwegian Students Organization (NSO).

The Student Parliament is lead by a president elected by The Student Parliament itself on the first meeting in each election term. The president is supported by two vice-presidents, one which has the

portfolio of educational issues, and the other the portfolio of organizational issues. Together with three of the members of the student parliament proper, they comprise the executive committee. The executive committee does the ground work, writes the case documents for each issue that is brought before The Student Parliament, and has the responsibility of carrying out and communicating the decisions of The Student Parliament. It is not necessary for the president and the vice-presidents to be members of The Student Parliament when they run for the office.

Besides the meetings once a month, which usually goes on for three to five hours in the afternoon, there are preliminary meetings where any questions to the upcoming issues can be answered, as well as some project work, which are not mandatory. All in all you should expect to use around ten hours a month as a member, but naturally you can use more if there are special issues that interest you. There are also a weekend seminars at the start of each semester, where there is a mix of information and presentations, workshops and social happenings.

Studentrådene

The Student Councils

The student councils are the union representatives at the different faculties and institutes at NTNU. They work continually with your rights as a student. You can contact them if you got a problem. If they can not help you, they know who can, and will help you get to the right person.

Here is the contact information of the different faculties:

Studentrådet HF

hf@studentrad.no
Telefon: 735 96741

Studentrådet SVT

svt@studentrad.no
Telefon: 735 96741

Studentrådet IME

studentrad_ime@org.ntnu.no
Telefon: 735 96012

Studentrådet NT

studentrad_nt@org.ntnu.no
Telefon: 735 96012

Studentrådet IVT
ivt@studentradet.no
Telefon: 735 95496

Studentrådet AB
ab@studentrad.no
Telefon: 735 95496

Studentrådet DMF
dmf@studentrad.no
Telefon: 735 97518