



**CROSSTALK**

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To

External evaluators of the CROSSTALK activities

## External Evaluation

### We suggest that the external evaluation includes

- observation of the activity (a part, not necessarily the whole course)
- some interviews with participants and / or a group discussion with participants and
- a report to Traudel Guennel and Peter Lewis in English of 750-1000 words (that would be 3-4 pages of A4), to be sent not later than 3 weeks after the activity itself took place.

As external evaluators you will receive copies of the questionnaires for participants and trainers used for evaluation of all the CROSSTALK activities (courses, workshops). These will be administered and returned to us by the trainers – they are for your information only. The participants will also be asked to keep diaries which they are not obliged to hand in to trainers, but perhaps you could ask discreetly to see one or two of them.

### Suggested structure of report

- Brief details of visit: date, place, evaluator present during which sessions
- .Methods used (interviews, group discussion, observation etc.)
- Comments on:
  - Content of course and the place/facilities where it was delivered
  - Trainers: teaching methods, delivery and communication with trainees.
  - Trainees, their background, did they appear to learn successfully? What were their feelings about the course content, teaching style, relevance of material and skills to their own situation?
- space for any other comments