an overarching framework of

Intersemester Break:
Prepare subject outline
section: Student
feedback to incorporate
changes.

Week 1: Start your teaching by outlining to students how you have used feedback from last offering to redesign the subject

Week 3: Check in with students about their progress in the subject. Use a suggestion box, blog, or student forum.

results release. Discuss report with teaching team (inc. sessionals), peers and course coordinator, reflect and review subject w.r.t to issues raised by students

YOUR JCU FEEDBACK Week 4: Summarise the feedback you have received in Week 3 and explain your reactions/actions. Do this visibly via announcement on LearnJCU

Week 17: Survey Closes
2 days after study
period ends. Students
and staff emailed
quantitative subject
report.

Week 10: Survey Opens, take the time to show students the Feedback dashboard in LEARNJCU and encourage students to visit their personalised site on their PC or Mobile Device.

Week 14-16 Exam
period: Students
receive final reminder
email automatically.
Check LearnJCU
response rate
dashboard.

Week 13: Ask Head of School or Course Coordinator to email or personally invite students to provide their subject feedback explaining how feedback is used for course improvement Week 11 / 12: Remind students that the survey is available for completion.

Confirm its confidentiality and reinforce how you will respond to their responses. Set aside time to allow students to complete paper teaching survey (if req'd)

Student engagement and feedback