

TOP TEN TIPS...

for Giving Feedback

1. SET EXPECTATIONS UP FRONT

What do you expect the student to do? How do you want the student to meet expectations and by when?

2. TIMELINESS

Feedback is most effective when given as soon as possible, rather than weeks or months later, such as at the end of the semester.

3. GOAL ORIENTED

Know the objectives of the student's course by reviewing the syllabus. Orient your feedback around specific goals and make it clear to the student how your feedback will help them meet the course objectives.

4. QUALITY FEEDBACK

Make time and space for feedback - it should be planned. Neither you nor the student should be distracted or overly tired. The place chosen for feedback should be private and free from distractions.

5. ONE-ON-ONE

Always provide feedback one-on-one. Feedback shared in a group could cause students to feel that they must compete with fellow students.

6. PRESENT CAREFULLY

The manner in which feedback is presented sometimes can be counterproductive. Feedback should consist of guidance on how to improve, not on how something should be done.

7. CREATE A DIALOGUE

Encourage self-reflection: How does the student think he or she is doing? Do you agree or disagree? What does the student think he or she can do to improve? What do you think the student can do to improve?

8. BE SPECIFIC

Be specific and objective. Use examples and discuss behaviors and/or actions, not personalities. Focus on what is changeable and provide suggestions for improvement.

9. SELF-FEEDBACK

Ask for specific feedback on your behavior and/or actions (e.g., *How did clinic go for you today?* or *Are there additional ways I could have supported you during clinic today?*).

10. NEXT STEPS

Make sure that your feedback was heard and understood (e.g., *So I know we are on the same page, what do you understand our next steps should be?*). Develop remediation in collaboration with the student.