

SEMINAR LEADER CRITIQUE GUIDE

NAME _____ Date _____

SEMINAR TITLE _____ No. _____

	YES	NO	COMMENTS
GENERAL			
Was the purpose of the seminar analyzed (problem or teaching)?			
Did the leader use the proper degree of control (tight or permissive according to the type of seminar material)?			
INTRODUCTORY REMARKS			
Was rapport established?			
Was the group motivated?			
Did the leader use a creative attention step?			
Was the purpose of the discussion and its relationship to other material explained?			
Was an overview with a time breakdown given (agenda)?			
Were the seminar objectives part of the agenda?			
DISCUSSION			
Were the lead-off questions in the seminar manual used to stimulate discussion?			
Were follow-up questions devised to fill in any discussion void?			
Did the discussion ever come to a standstill?			
Was there enough guidance to keep the discussion on track?			
Were the students called upon to summarize main points?			
Did everyone participate?			
Were the reticent members given an opportunity to speak?			
Were talkative ones held back?			
Were overhead, direct, and relay questions used when appropriate?			
CONCLUSION			
Did the leader give a final summary?			
Did he/she remind the group of the purpose of the seminar?			
TRAINING/COMMUNICATION AIDS			
Were training/communication aids needed to clarify a point?			
Were the aids properly integrated into the discussion?			
PREPARATION			
Did the leader constantly refer to the seminar manual or other guidance?			
Did he/she properly interpret the information for the group?			
Did the leader obviously do some outside research and preparation?			
Was the leader enthusiastic about the subject?			

OTHER COMMENTS? USE OTHER SIDE ⇔