



# **.Pre-Visit Interview/ Questionnaire**

## **(5\_preqnr.doc)**



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### **PROTOCOL**

This part of the process aims to:

1. Help the evaluator to form a picture of the context of each case study before the visit takes place
2. Make the practical arrangements for a visit

In completing the pre-evaluation questionnaire background information to the use of the CAL package by the tutor in relation to course/ unit and institutional requirements can be established.

It is probably best to conduct this process as a face-to-face or telephone interview with the client, using the questionnaire provided, so that it is possible to ascertain more in-depth details and also in order that queries can be answered as they arise. The time needed to conduct the tutor interview will be approximately 30 minutes. If necessary the pre-evaluation questionnaire could be completed and returned by post.

### **Making arrangements regarding the visit of the evaluator**

When making arrangements to visit in order to evaluate the use of a CAL package it will be necessary to provide the following information for the tutor:

1. Arrangements needed for observed session e.g. date, time, location etc.
2. Availability of time for students to complete a brief questionnaire
3. Length of time needed to conduct the student focus group interview
4. Availability of appropriate facilities for interviewing e.g. suitable room etc.

The time needed for student focus group interviews should be about 30 minutes. The number of students needed should be between 6-8 students. Ideally these student group interviews should take place immediately following the observed session, but this might not always be possible. In that case, alternative arrangements to interview the students should be made as quickly as possible following the session.

Points to consider when making practical arrangements to evaluate

1. It is better to interview students about their use of the package once they have had some time to become acquainted with it and are more experienced in its application.
2. Wherever possible, arrangements should be made to meet with the tutor prior to the session to outline what you wish to achieve from meeting with the students.
3. It will be necessary to clarify whether the tutor is happy for you to introduce yourself to the students giving a brief explanation of why you are there.
4. It is useful to send either an email or a postal reminder confirming your visit a few days before the anticipated visit, giving details of the date, time and venue.



# Pre-evaluation Questionnaire



*Thank you for agreeing to host an EASEIT-Eng evaluation. Before the evaluation visit(s) it would be helpful if you could provide us with the following details. Please return the completed form to your EASEIT-Eng contact. Thanks for your help.*

### ***Personal details***

**Title:** ..... **Name:** .....

**Department:** .....

**Address:** .....

.....

**Telephone:** ..... **Fax:** .....

**E-mail:** .....

### ***Information about the software package being evaluated and module/unit/course in which it is used***

**What software package is being evaluated?**  
.....

**On which degree programme(s) is the package being used?**  
.....

**What is the module/unit/course title? (e.g. 'Electronic Circuits'; EPO24)**  
.....

**What year of study are students in when they take that module/unit/course?**  
.....

**Approximately how many students are there in the group?** .....

**What are the main objectives of the module/unit/course?**  
.....  
.....

*Information about the introduction of Engineering teaching software*

**Is this a new module/unit/course, or has Engineering teaching software been introduced onto a well-established module/unit/course?**

new  well-established

**Please briefly outline how the software is intended to help students learn (e.g. supporting lectures, offering worked examples, simulations etc.):**

.....  
.....  
.....

**Is the software used in timetabled sessions on the module/unit/course?**

yes  no

**If yes, how often do those sessions run?** .....

**Briefly outline what the sessions involve:**

.....  
.....  
.....

**If no, please briefly outline the ways in which (and how often) students might use the package outside timetabled sessions:**

.....  
.....  
.....

**Are any other staff involved in the delivery/support of the package?**

yes  no

**If yes, who is involved? What are their roles? What, if any, specific training have they received/needed in relation to the package?**

.....  
.....  
.....

*Information about institutional context*

**What do you view as the main impetus for your introduction of Engineering teaching software? (e.g. institutional commitment to its uptake; departmental commitment; personal interest etc.) Please explain your response:**

.....  
.....

**What support structures for the software exist at institutional, Faculty, School or Departmental level? (e.g. do you have a Computer Aided Learning (CAL) officer; access to institutional funding, etc.)**

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.....

*Arrangements regarding the visit of the evaluator*

**Please give the date(s)/times/venues of session(s) when it would be possible to observe students actually using the software:**

.....  
.....

**Would it be possible to ask students at the end of that session to complete a short questionnaire (approx. 10 minutes to complete) about their views of software?**

yes             no

**If yes, would it be possible for the evaluator to briefly introduce his/herself and EASEIT-Eng to your students at the beginning of the session?**

yes             no

**If no, can you suggest another date/time when the relevant students could be asked to complete the questionnaire?**

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**Can you suggest possible dates/times for interviews (lasting no more than 40 minutes) with:**

- The relevant tutor(s) on the module

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- A focus group of students who have been asked to use CAL (preferably immediately after a session/on the same day). *(The project can offer small financial incentives for student volunteers!)*

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