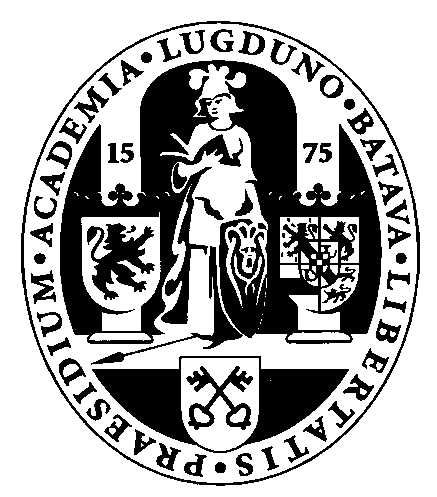
**Leiden University**

**Faculty of Humanities**



**Basic Teaching Qualification Dossier**

**Name:** *(title, first name and surname)*

**Institute:** *(institute, program,)*

**Function title:**

**Contracted hours:**

**Telephone:**

**E-mail:**

**Date:**

**Supervisor:** *(person with whom the Performance and Development interview is conducted)*

**Contents**

*The titles and texts between brackets are intended as illustrative examples.*

The Basic Teaching Qualification (BKO) dossier consists of a maximum of 15 pages, excluding the appendixes.

[1. Reflective report](#_Toc302561954)

[2. Teaching CV](#_Toc302561955)

[3. Descriptions of the teaching provided](#_Toc302561956)

[3.1 (Course title)](#_Toc302561957)

[3.2 (Course title)](#_Toc302561958)

[3.3 (Course title)](#_Toc302561959)

[3.4 (Course title)](#_Toc302561960)

[4. Student evaluations](#_Toc302561961)

[5. Observation](#_Toc302561962)

**Other appendixes**

*[A: ‘English’ language test Academic Language Centre LEI]*

*[B: Certificate ‘German teacher for higher education’]*

*[C: Certificate of participation in the ICLON course ‘Giving stimulating lectures’]*

*[D: Certificate of participation in the ICLON course ‘Supervising tutorials’]*

# 1. Reflective report

Maximum 1,5 A4

Please describe:

- Your teaching goals and vision: What are your main objectives? What do you wish to achieve in teaching your courses?

- Your teaching strategies and pedagogical method: What kind of activities, exercises, or other forms of interaction did you employ in order to achieve your goals?

- How do you deal with student diversity?

- Your assessment of your teaching: Did you achieve your goals as intended? What do you see as evidence of successful teaching?

- Areas for improvement: What have you learned from your teaching experience so far? What would you do differently in the future?

# 2. Teaching CV

[*Name*] has been employed since [*month, year*] at [*Institute/department/section*] and has in this period been involved in the following courses:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course title and level (e.g. BA1, BA2, BA3, MA)** | **Course designed by** | **Role in course** | **Mode of instruction** | **Number of class sessions taught by candidate** | **BKO objectives that apply** |
| 1 [BA2 *Science in society*] | [*Candidate*] | [*Lecturer*] | [*Lectures and tutorials*] |  | [*1.1, 1.2, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 4.1, 4.2, 5.1, 5.2, 5.6*] |
| 2 [BA3 *Research practicum]* | [*Candidate and others*] | [*Co-ordinator/ Lecturer*] | [*Practicuml*] |  | [*1.1, 1.2, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 4.1, 4.2, 5.1, 5.2, 5.6*] |
| 3 [BA1 *Statistics*] | [*Others*] | [*Lecturer*] | [*Lectures and tutorials*] |  | [*1.1, 1.2, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 4.1, 4.2, 5.1, 5.2, 5.6*] |
| 4 [*MA thesis supervision*] | [*Candidate*] | [*Lecturer*] | [*Individual supervision, 1 lecture, providing information via blackboard]* |  | [*1.1, 1.2, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 4.1, 4.2, 5.1, 5.2, 5.6*] |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

# 3. Descriptions of courses taught

Below you will find a description of a maximum of four courses recently taught by the candidate.

## 3.1 (Course title)

**3.1.1 Description**

[Prospectus text]

**3.1.2 Learning goals**

[Prospectus text]

**3.1.3 Course design, indicating number of entirely self-designed and self-taught courses/seminars/tutorials, or participating with lectures within a course/seminar/tutorial**

[Five of the eight lectures were designed by the candidate following consultation with the co-ordinator. All six tutorials were designed by the candidate.]

**3.1.4 Mode of instruction**

[e.g. 3-hour lectures; 3-hour tutorials; two hour interactive research seminars]

**3.1.5 Description of teaching materials used, indicating the types of exercises and activities, assignments and examination used in the course**

[Use of PowerPoint, internet (film and programme excerpts) and Blackboard. The tutorials are intended to give greater depth to the lecture material. Students will look for literature, make presentations, organise discussions. Students will be searching for scientific support for statements regarding the social role of science. The course concludes with an examination and an A4 assignment, in which a scientific article is re-written in a concise manner, so that it is suitable for a newspaper. The candidate designed the examination and the A4 assignment.]

**3.1.6 Group size**

[e.g. Lectures for the whole group of 60 BA second and third-year students; tutorials of maximum 15 students; BA/MA research seminar group of # students]

**3.1.7 Course evaluations**

[Brief personal reflection on the evaluations, indicating what has been done ‘right’ or ‘wrong’ in relation to the evaluations, and indicating what could be done otherwise or even changed (even if evaluations indicate that the course as all right). The evaluation forms are attached as an appendix in section 4. Student evaluations must be included.]

## 3.2 (Course title)

## 3.3 (Course title)

## 3.4 (Course title)

# 4 Course evaluations

Insert here the course evaluations of the courses listed in section 3.

# 5. Observation form

The observation form on your teaching should be written and directly submitted to the committee by the supervisor or an experienced colleague with a similar field of expertise.