

UWM Certificate Program for Online and Blended Teaching

Letter of Reflection Guidelines

Please write a reflection (3–5 pages) about your experience teaching an online or blended course. This reflection will be submitted as part of your application for the Certificate in Online and Blended Teaching

Purposes

- I. **The main purpose of this reflection is to provide you with an opportunity to formally self-evaluate your course**—i.e. to discuss how you have applied what you learned from the Online and Blended Teaching Program (OBTP), as well as to share your perceptions of how the course went, what worked well, which areas could be improved, what you might do differently the next time you teach the course, etc.

- II. There are also **two secondary purposes** of this reflection:
 - a) To **provide the course reviewers with the necessary context** to effectively evaluate your online or blended course. For this purpose, it's helpful to include basic course information, such as class size and level. Also, bear in mind that the reviewers may have limited familiarity with your field, so you may wish to briefly address course development choices you made about which content and activities to include.
 - b) To **provide the Center for Excellence in Teaching and Learning (CETL) with narrative descriptions of the UWM online and blended teaching experience**. This helps us better evaluate and continuously improve the OBTP and this certificate program.

Reflection Questions

In your reflection, you are welcome to discuss what you think would best address the purposes listed above. The following questions are designed to spark your thinking; feel free to focus on the ones you find most relevant and fruitful for your own reflection:

- What were your key learnings in the OBTP, and how did you apply them in your course?
- What was your motivation for teaching in the online or blended format?
- What goals did you set for your course? Did you achieve them?
- What were your students like? How easy or difficult was it for you to engage with them?
- What worked well in the course? Why?
- What would you change about your course if you taught it again in the online or blended format?
- What aspects of your course design might not be obvious to a person reviewing your Canvas course site?
- What advice would you offer to other instructors who are just beginning to teach in the online or blended formats?
- How has your teaching changed since you taught in the online or blended format?

If you have questions, concerns, or need any additional clarification about this reflection, please contact Sarah MacDonald (macdonal@uwm.edu).