

Focus group booklet

A guide for students in focus groups at NTNU.



How to work in a focus group

The aim of the focus group is to ensure and improve the quality of the education offered at NTNU. The focus group is to achieve this through reciprocally binding meetings dedicated to communication between students and educators.

A focus group gives lecturers the opportunity to receive feedback on their work. It functions as a link between students and teachers. This booklet is a tool that teachers and students can use to create co-operation on the highest level possible.

Every focus group writes a report giving the students' opinions on the quality of teaching. The report should be archived and made accessible to subsequent focus groups in the same subject.

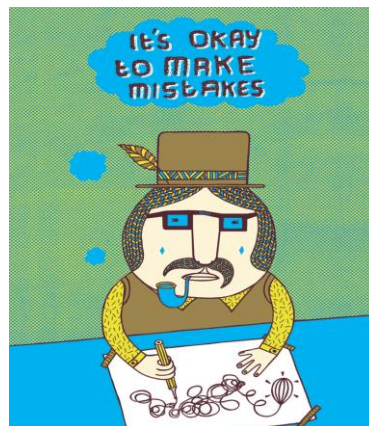
Students in the focus groups should, in collaboration with fellow students, find constructive feedback to give to lecturers and other teaching staff. This can be done in a meeting at the end of a lecture, by e-mail or by a questionnaire filled out by the students in the class.

The work done by the focus group is a process which shall involve both teachers and students. Lecturers may have their own perception of what constitutes good learning. If the students disagree with the teachers' point of view, then this is the right place to discuss it.

Although the focus group meetings are a forum where it is natural to make suggestions for improvements in education, it is equally important to acknowledge what is being done well. By clearly communicating what already works well, it is easier to find motivation for change where it is needed.

To get the most out of the focus group meetings, it is a good idea to concentrate on those areas where lecturers can actually make changes. Below is a list of topics which may be discussed with this in mind:

- There are learning outcomes in every subject, are they clear and do they correlate with the description in the Study Plan?
- Does the course/subject fulfill its learning outcomes?
- Is the teaching research-based?
- Did the students have the necessary prerequisites for the course/study?
- How is the progression in this subject compared to other subjects?
- Is the subject likely to meet the objectives that are documented in the study and semester schedule?
- How is the workload?
- Is there a good learning environment?
- What could be done to improve the learning environment?
- Is there a good communication between teachers and students?



More information can be found at NTNU's homepages:

The quality assurance system <http://www.ntnu.edu/studies/education-quality>

The Student parliament - The students' opinion

The Student Parliament is the highest governing body of the student democracy at the university. In essence The Student Parliament is the voice of all the students towards the Administration of NTNU, as well as towards the general public and the National Union of Students in Norway. Students at NTNU decide who should represent them through an election in the autumn. All students at NTNU can stand for election, and all students have the right to vote.

The Student Parliament is heard in all matters that affect the students, and has representatives in most boards and committees at the University.

Education quality

The Student Parliament works to ensure that education is worth the effort and time we put into our studies. This requires well planned subjects and good teachers. The Student Parliament set requirements for the content of study programs and work for fair and good assessment methods. As an example, the Student Parliament have decided that multiple-choice shouldn't be the only form of assessment in a subject.

The Student Parliament's opinion on focus groups

- There should be a focus group in all subjects.
- A focus group must have at least two student members.
- Subject teachers are required to ensure the establishment of a focus group and that student members are elected
- If there is a topic where there are students from more than one study program, there should be representatives from all fields of study.

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The Student councils

Student councils are the elected representatives at the different faculties and institutes at NTNU. They work continually with your rights as a student. You can contact them if you got a problem. If they can't help you, they know who can, and will help you get to the right person.

Here is the contact information of the different faculties:

Studentrådet HF

hf@studentrad.no
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Studentrådet SVT

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