

Feedback Sheet-1	Instructor → LA Student
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LA Name	Fai Hany, Mohamed Ahmed, Jomana, Abdelwahab Abdelmohsen, David Nady, Sama Mohamed, Malak Ahmed, Mohamed Ramy, Mennal Allah Sayed, and Maram Mohamed
Level	One
Session / Course	ICT
Instructor Name	Jielan Elsayed Kamel Hegazy
Date	24 /11/2024
Status	Present

The LA students:	Excellent	Very Good	Good	Developing
• Maintains a positive learning environment.	√			
• Encourages participation and guides discussions when needed.	√			
• Keeps an eye on students' individual differences.		√		
• Uses positive reinforcement and acknowledges learners' efforts.	√			
• Keeps an eye on time.		√		
Suggestions: LA students were so excited to conduct a lot of activities, they were enthusiastic about making a huge effort in the session, therefore the time management wasn't adequate to their ideas of activities, I really appreciate their effort and the brilliant ideas that they suggested by them to enrich their colleague in level one to understanding of the topic.				

Jielan Kamel
 ICT instructor

Attendance log

Academic year: Second Level 2023- 2024	Semester: Autumn
Professor of lower-level course: Dr. Abeer Refaat	The lower-level course: Environmental quality and telecommunication

L A name	Program	Commitment of his/ her role
Mohammed Mahmoud	Physics	Very Active
Hassan Mohammed Hassan	Biology	Very Active
Hoda Taha Sabry	Biology	Very Active
Mariam Hamdy	Biology	Active but came late
Ahmed Khaled	Chemistry	Active but came late
Shereen ashraf	Chemistry	Active but came late
Fatma Mohamed Ahmed	Biology	Very Active
Habiba el-sayed mohamed	Biology	Very Active
L A name	Program	Commitment of his/ her role
Mostafa ashraf	Physics	Active but came late
Sara nasser	Math	Active but came late
Ziad waleed	Chemistry	Very Active
Abdelrahman hesham	Chemistry	absent

Name of the lower-level course professor

Dr. Abeer Refaat Dr. Mai Saleh Dr. Mohammed Said

Dr. Mohammed Abdel-Hafeez Dr. Ahmed Rady



1

Meeting minutes

Course Details:

Course/Session Name:	Health and Fitness
Level	1
Instructor Name	Dr. Abeer Refaat
Meeting Date	13-11-2024
Meeting time	Online meeting at 7 pm

Attendance:

LA Names	P/A
1- Menaa Allah Mahmoud Hasan	Present
2-Ahmed Khaled Ramadan	Present
3- Menaa Khaled	Present

Aim of the Meeting:

The meeting aims to

- Present lecture material to LA students and discuss with them about the activities of the lecture to achieve the best performance.
- Discuss preparations, objectives, and support needed for the upcoming LA session.
- Reflection on the previous LA session.

Topics Discussed: (Organize the main points discussed during the meeting for easy reference).

- The meeting involved a discussion about the three main topics related to La activities during the lecture. The main objective of the lecture was related to the diseases result from canned food and drinks and the bad effects of preservatives on public health.

Meeting Outcomes: (Summarize the outcomes, such as key decisions, clarifications provided, or any planned activities, resources or questions)

- LA students plan about the activities were to use more than three methodologies including worksheets (mini gallery walk), flashcards and special method for grouping students.
- After our discussion we limited these activities to be suitable for the lecture time.

Next Steps: (Outline any further steps, including preparations needed before the next meeting or session)

- Next Meeting Date/Time: 16-11-2024 at 9 am in Stem room
- The main objective of the next meeting is to revise the activities and questions prepared by LA students and to make sure that the scenario prepared for the lecture is clear for all LA students.



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Assessment sheet-1

Instructor → LA

LA name	Mariam wagdi
Level	level 2
Session / Course	Practicum 1
Instructor name	Amina Ossama
Date	18/11/2024
Status	Present/absent

	Outstanding (100%)	Proficient (75%)	Basic (50%)
Before Session			
• Review the content and objectives of the lesson or activity	✓		
• Prepare suitable educational aids		✓	
• Prepare well-structured questions	✓		
• Arrange seating or equipment as per the activity needs (group work)	✓		
• Collaborate with the instructor	✓		
• Come on time	✓		
During session			
• Maintain a positive learning environment by addressing any disruptions or student concerns.	✓		
• Move around the classroom to assist learners who may need help, answer questions, or clarify instructions.	✓		
• Ensure groups are functioning effectively, encourage participation, and guide discussions when needed.	✓		
• Support quieter learner and foster an inclusive environment where everyone feels comfortable contributing.	✓		
• Observe learner engagement, participation, and understanding of the material.	✓		
• Use positive reinforcement and acknowledge learners' efforts and provide constructive feedback.	✓		
• Keep an eye on time: Assist with time management to ensure that all parts of the lesson are covered.	✓		
After session			
• Share observations on student performance, participation, or any struggles they might have faced			✓
• Evaluate his own performance. What worked well? What could be improved for next time?	✓		
• Document any important notes		✓	

Suggestions:
organized, well prepared and accurate



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Assessment sheet-2

Learner →

LA

LA name	Rawan - Youssef
Level	2
Session / Course	Practicum
Instructor name	Dr. Amina
Date	18/11

Skills	Outstanding (100%)	Proficient (75%)	Basic (50%)
Communication			
• Clarity: The LA explained concepts in a clear and understandable way.	✓	✓	
• Listening: The LA listened to my questions and concerns attentively.	✓	✓	
• Patience: The LA was patient when I struggled to understand something.	✓	✓	
• Approachability: I felt comfortable asking the LA questions or requesting help.	✓	✓	
Guidance			
• Understanding of subject: The LA demonstrated a good understanding of the material they were helping with.	✓	✓	
• Feedback: The LA provided helpful feedback on my work and progress.	✓	✓	
• Problem-solving: The LA helped me work through problems or challenges instead of giving me the answers directly.	✓	✓	
• Encouragement: The LA motivated and encouraged me to stay on track with my studies.	✓	✓	
Learning			
• Improvement: The LA helped me improve my understanding of the subject.	✓	✓	
• Independence: The LA encouraged me to think for myself and develop my own solutions.	✓	✓	
• Study strategies: The LA offered useful tips or strategies for learning and studying.	✓	✓	
Attitudes & Interactions			
• Respect: The LA treated me with respect and created a positive environment.	✓	✓	
• Friendly: The LA was friendly and made learning less stressful.	✓	✓	
• Professionalism: The LA maintained a professional attitude during all interactions.	✓	✓	
Engagement			
• Accessible: The LA was available when I needed help and was easy to reach.	✓	✓	
• Engagement: The LA was actively engaged during our interactions and seemed interested in helping me.	✓	✓	
• Group work: (if applicable) The LA effectively helped our group work together and stay focused	✓	✓	
Overall Experience			
• Satisfaction: Overall, I am satisfied with the support I received from the LA	✓	✓	
Suggestions & Notes: I would suggest the following for improvement, Or I noticed			



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Assessment sheet-2

Learner → LA

LA name	Reham Abdel ^{Mohamed} - Shadan Abdel
Level	2 st team
Session / Course	Practicum
Instructor name	Dr. Amena
Date	18/11/2024

Skills	Outstanding (100%)	Proficient (75%)	Basic (50%)
Communication			
• Clarity: The LA explained concepts in a clear and understandable way.	✓-✓		
• Listening: The LA listened to my questions and concerns attentively.	✓-✓		
• Patience: The LA was patient when I struggled to understand something.	✓-✓		
• Approachability: I felt comfortable asking the LA questions or requesting help.	✓-✓		
Guidance			
• Understanding of subject: The LA demonstrated a good understanding of the material they were helping with.	✓-✓		
• Feedback: The LA provided helpful feedback on my work and progress.	✓-✓		
• Problem-solving: The LA helped me work through problems or challenges instead of giving me the answers directly.	✓-✓		
• Encouragement: The LA motivated and encouraged me to stay on track with my studies.	✓-✓		
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• Improvement: The LA helped me improve my understanding of the subject.	✓-✓		
• Independence: The LA encouraged me to think for myself and develop my own solutions.	✓-✓		
• Study strategies: The LA offered useful tips or strategies for learning and studying.	✓-✓		
Attitudes & Interactions			
• Respect: The LA treated me with respect and created a positive environment.	✓✓		
• Friendly: The LA was friendly and made learning less stressful.	✓✓		
• Professionalism: The LA maintained a professional attitude during all interactions.	✓	✓	
Engagement			
• Accessible: The LA was available when I needed help and was easy to reach.	✓✓		
• Engagement: The LA was actively engaged during our interactions and seemed interested in helping me.	✓✓		
• Group work: (if applicable) The LA effectively helped our group work together and stay focused	✓✓		
Overall Experience			
• Satisfaction: Overall, I am satisfied with the support I received from the LA	✓✓		
Suggestions & Notes: I would suggest the following for improvement, Or I noticed			



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Assessment sheet-2

Learner → LA

LA name	Reham Abdel ^{Mohamed} - Shadan Abdel
Level	2 st team
Session / Course	Practicum
Instructor name	Dr. Amena
Date	18/11/2024

Skills	Outstanding (100%)	Proficient (75%)	Basic (50%)
Communication			
• Clarity: The LA explained concepts in a clear and understandable way.	✓-✓		
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• Friendly: The LA was friendly and made learning less stressful.	✓✓		
• Professionalism: The LA maintained a professional attitude during all interactions.	✓	✓	
Engagement			
• Accessible: The LA was available when I needed help and was easy to reach.	✓✓		
• Engagement: The LA was actively engaged during our interactions and seemed interested in helping me.	✓✓		
• Group work: (if applicable) The LA effectively helped our group work together and stay focused	✓✓		
Overall Experience			
• Satisfaction: Overall, I am satisfied with the support I received from the LA	✓✓		
Suggestions & Notes: I would suggest the following for improvement, Or I noticed			



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Assessment sheet-2

Learner →

LA

LA name	Rawan - Youssef
Level	2
Session / Course	Practicum
Instructor name	Dr. Amina
Date	18/11

Skills	Outstanding (100%)	Proficient (75%)	Basic (50%)
Communication			
• Clarity: The LA explained concepts in a clear and understandable way.	✓	✓	
• Listening: The LA listened to my questions and concerns attentively.	✓	✓	
• Patience: The LA was patient when I struggled to understand something.	✓	✓	
• Approachability: I felt comfortable asking the LA questions or requesting help.	✓	✓	
Guidance			
• Understanding of subject: The LA demonstrated a good understanding of the material they were helping with.	✓	✓	
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• Study strategies: The LA offered useful tips or strategies for learning and studying.	✓	✓	
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• Accessible: The LA was available when I needed help and was easy to reach.	✓	✓	
• Engagement: The LA was actively engaged during our interactions and seemed interested in helping me.	✓	✓	
• Group work: (if applicable) The LA effectively helped our group work together and stay focused	✓	✓	
Overall Experience			
• Satisfaction: Overall, I am satisfied with the support I received from the LA	✓	✓	
Suggestions & Notes: I would suggest the following for improvement, Or I noticed			



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Assessment sheet-2

Learner → LA

LA name	Abdullah
Level	2
Session / Course	Practicum
Instructor name	Dr. Amina
Date	18/11/2024

Skills	Outstanding (100%)	Proficient (75%)	Basic (50%)
Communication			
• Clarity: The LA explained concepts in a clear and understandable way.	✓		
• Listening: The LA listened to my questions and concerns attentively.	✓		
• Patience: The LA was patient when I struggled to understand something.	✓		
• Approachability: I felt comfortable asking the LA questions or requesting help.	✓		
Guidance			
• Understanding of subject: The LA demonstrated a good understanding of the material they were helping with.	✓		
• Feedback: The LA provided helpful feedback on my work and progress.	✓		
• Problem-solving: The LA helped me work through problems or challenges instead of giving me the answers directly.	✓		
• Encouragement: The LA motivated and encouraged me to stay on track with my studies.	✓		
Learning			
• Improvement: The LA helped me improve my understanding of the subject.	✓		
• Independence: The LA encouraged me to think for myself and develop my own solutions.	✓		
• Study strategies: The LA offered useful tips or strategies for learning and studying.	✓		
Attitudes & Interactions			
• Respect: The LA treated me with respect and created a positive environment.	✓		
• Friendly: The LA was friendly and made learning less stressful.	✓		
• Professionalism: The LA maintained a professional attitude during all interactions.	✓		
Engagement			
• Accessible: The LA was available when I needed help and was easy to reach.	✓		
• Engagement: The LA was actively engaged during our interactions and seemed interested in helping me.	✓		
• Group work: (if applicable) The LA effectively helped our group work together and stay focused	✓		
Overall Experience			
• Satisfaction: Overall, I am satisfied with the support I received from the LA	✓		

Suggestions & Notes: I would suggest the following for improvement, Or I noticed

Time Management / ~~Task~~

⑩ I will prepare more activities and manage time for it.

- ⑪
- prepare the content very well.
 - be ready with many types of questions to open the discussion and lead it.
 - prepare many activities for students.

Conclusion :-

- Teaching in STEM context is very easy because it's student centered, I have only to plan activity and ~~manag~~ manage the Teamwork, It's better than passive teaching as it makes students engaged and they learn better.
- I learned to apply some teaching ~~strategies~~ skill like talk moves and guiding group ~~and~~ discuss and asking open ended questions.
- I learned some leadership, communication, Time management skills.

- ① I want try how LA work in Career Life and try How Teacher Can help student and improve my social skills, Presentation skills
- ② I learned How I Can become leader, I improve my social skills.
- ③ if I don't understand a concept and
- ④ Give each student Task like: Timer and for search of student I become sure from all object
- ⑤ ~~was~~ before start LA and after start was good and feel comfortable
- ⑥ Questioning, Clear their words
- ⑦ Yes To make student engagement and motivated
- ⑧ Yes our relation is good and our work good and
- ⑨ social skills & Presentation skills
- ⑩ Try To deep knowledge
- ⑪ be Patient (slow) & Try To deep your knowledge and take their words it may be useful for

Conclusion : LA make me recognize myself
and it's useful for me to make me good in future
and I gain experience from them to how I can become
Teacher.

- ① I want try how LA work in Career Life and try How Teacher Can help student and improve my social skills, Presentation skills
- ② I learned How I Can become leader, I improve my social skills.
- ③ if I don't understand a concept and
- ④ Give each student Task like: Timer and for search of student I become sure from all objects
- ⑤ ~~was~~ before start LA and after start was good and feel comfortable
- ⑥ Questioning, Clear their words
- ⑦ Yes To make student engagement and motivated
- ⑧ Yes our relation is good and our work good and
- ⑨ social skills & Presentation skills
- ⑩ Try To deep knowledge
- ⑪ be Patient (slow) & Try To deep your knowledge and take their words it may be useful for