

ACKNOWLEDGEMENT LETTER TEMPLATE (MENTOR)

<date>

«Name» «Surname»
«Faculty»
«Institution»

Dear «Name»,

Thank you for participating in the 2013 Peer Assisted Teaching Scheme (PATS) as a mentor to your «Faculty» colleague. Your participation has helped make the scheme a success.

You were mentor to «Partner name» («Unit code»). In this role, you undertook the following:

- Participated in three meetings with the PATS program team including an initial workshop, mid-semester catch-up to discuss progress made and a mentors' debrief focus group to share your own experience with the process and give feedback on how the Scheme could be improved for future participants
- Provided ongoing collegial support to your mentee throughout the semester, working through seven PATS workbook tasks that included:
 - discussing barriers to teaching improvement;
 - goal setting;
 - obtaining feedback from students; and
 - conducting a peer review of your mentee's teaching.

Thank you for working together with «Partner name». It is acknowledged that there are many factors that have contributed to his/her course experience results. We sincerely appreciate your continued involvement in the scheme.

Yours Sincerely,

«Signature of PATS overseer»

«Name of PATS overseer»
«Position of PATS overseer»
«Name of University»

ACKNOWLEDGEMENT LETTER TEMPLATE (MENTEE/PEER)

<date>

«Name» «Surname»
«Faculty»
«Institution»

Dear «Name»,

Thank you for participating in the 2013 Peer Assisted Teaching Scheme (PATS). Your participation has helped make the scheme and the fellowship a success.

Partnership details

Partner name: «Partner name»

Your unit: «Unit code»

The goals you set out at the beginning of semester appear to fall under the educational areas which focus on, areas shared by many other PATS participants.

Scores for your selected unit have increased with respect to the University-wide (Item 5) unit evaluation question, '*Overall I was satisfied with the quality of this unit*'.>

- Semester 1, 201x: xx students enrolled, yy responses (z%)
- Semester 1, 201x+1: aa students enrolled, bb responses (c%)

Semester	UW1 Learning Objectives	UW2 Intellectually Stimulating	UW3 Learning Resources	UW4 Useful Feedback	UW5 Overall Satisfaction
Sem1, 201x					
Sem1, 201x+1					

It is acknowledged that there are many factors that contribute to your unit evaluation results.

We hope you found the scheme useful in supporting a critically reflective approach to teaching and learning. You are strongly encouraged to continue your involvement in the scheme.

Yours Sincerely,

«Signature of PATS overseer»

«Name of PATS overseer»
«Position of PATS overseer»
«Name of University»