

## **HANDOUT 5 FIELD NOTES AND DIARIES AS TOOLS FOR EVALUATION**

### **Introduction**

Field notes are a valuable instrument of evaluation for projects, training courses and learning processes. Based on what you noted down you can reflect upon the detail of how a project or activity went, and what you can do to make improvements. Field notes are your most important record of all that you observe, talk about and think about during your project or course. The aim is to record everything and in detail, raw materials rather than summaries or reports.

Field notes should provide:

- facts
  - A log of the main activities and events of the day
  - Details of each activity or event (What, where, who, when, ... your role in the activities, your own position. Collaboration, cooperation and relationship with the others involved in the activity)
- interpretations
  - What you think was going on? Your comments, ideas, opinions, speculations, building up themes.

Carry a notebook in which you take notes while things are happening or very soon after. You also should get into the habit – from the start – of sitting down each evening with your notebook and writing your observations more fully

***Diary / self documentation: Tool for evaluation. This is to be used as handout as well as to be composed by participants of the course META Europe***

Please document your records of the day and describe your impressions of the respective course unit(s). Please make diary entries every day after the course. What counts are your impressions; there is no right or wrong ‘answer’.

The aspects mentioned below are meant to give you some hints of what to tackle, they are not a schedule. Please feel free to address other aspects and topics which have been important for you.

Aspects which may be taken into account:

- What were most important and interesting parts of the course for me today (highlights)? Why? What did I not like so much? Why? Which difficulties / problems did I have to face today? How did I handle / solve those difficulties /

problems? What was my greatest success in learning today? Why? Did I change some of my opinions today? Which ones? Why?

- Schedule and structure of the course today: How did I like it? What did I like / dislike in detail? Why? What could and / or should be changed? Why?
- Cooperation within the course between trainers and participants and among participants: How did I like it? Why? What could or should be changed / improved? Did I today learn something more easily / better because of my contact to another participant and / or to the group? Details!
- Do I have close contact to someone else of the group? How did the contact develop? How does it work? What is important for me about that contact also under a more private perspective?