Giving Feedback[1]

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"Sandwich" your feedback by giving a positive comment before and after a negative critique.

Comment on content and not the individual for productive results and to avoid microaggressions.[2]

Own the feedback by making "I" statements to emphasise that critiques are your personal opinion.

Be specific and use examples instead of making general comments.

Respect your peer's time and focus on one or two areas that can be realistically improved, not a lengthy list of grievances.

Share Resources. If specific readings or workshops have helped you in the same area offer these to peers for further exploration.

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[1]This short handout pulls from the Teaching Commons TA Feedback Guide, the Netiquette guidelines, the York University Centre for Human Rights, Equity, and Inclusion's Understanding Racism guide and Anti-Racism Workshop Series, and Receiving and giving effective feedback from the Centre for Teaching Excellence, University of Waterloo.

[2]York University Centre for Human Rights, Equity, and Inclusion's Understanding Racism.

Receiving Feedback

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Listen: Be focused on hearing and understanding feedback instead of thinking of a defence.

Be Open: Differing views can always be helpful for current or future work.

Ask Questions: If you are unsure what some feedback means, ask for further clarification.

Assume the Best: Assume critiques are given to help you improve your work. However, if you believe you or another have been discriminated against, follow the guidelines from York's Centre for Human Rights.[1]

Netiquette[1]

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Give sources for ideas when you draw on the ideas of others and acknowledge your peers when you use their ideas. Including a link is a great way to do this.

Ask questions before jumping to conclusions about a peer's work.

Give clear, specific and on-topic feedback with actionable suggestions.

Consider the impact of your words and try to minimize the possibility of being misinterpreted.

Putting effort into your feedback gives the best return on you and your peers' learning.

Do not share information or work outside of the course without permission.

Be ethical and don't break the law.