

TEACHING ASSISTANT (TA) EVALUATION FORM

- It is the responsibility of the TA to arrange an evaluation meeting with the course instructor(s) upon completion of the TA assignment.

- It is also the responsibility of the TA to return this form to the Student Office (66-366) (with a copy of the solution CD*) following the evaluation meeting. The Student Office will keep a copy of the form in the student's file. In addition, copies will be mailed to the TA, to the course instructor(s), and to the TA's research advisor(s). *The Student Office needs only one solution CD per course, so please coordinate this with fellow TAs.

TA Name: _____

Instructor Name(s): _____

Date of Evaluation: _____

Course Number: _____

Semester/Year: _____

Research Advisor Names(s) _____

Evaluation of the TA Performance
(Faculty, please circle the appropriate category)

1. Technical knowledge of the course material:

Excellent Very Good Good Average Poor N/A

2. Performance during office hours and review sessions:

Excellent Very Good Good Average Poor N/A

3. Ability to develop new homework and exam problems:

Excellent Very Good Good Average Poor N/A

4. Ability to grade homework and exam problems accurately and in a timely manner:

Excellent Very Good Good Average Poor N/A

5. Availability to students:

Excellent Very Good Good Average Poor N/A

6. Management of the course logistics, including:

- Preparation of solutions to homework and exam problems.
- Photocopying of course materials.
- Maintenance of the course Web site.
- Preparation of electronic and/or hard-copy versions of the course solution book.

Excellent Very Good Good Average Poor N/A

7. Ability to communicate student concerns to the instructor(s):

Excellent Very Good Good Average Poor N/A

**8. Planning, designing, and supervising of laboratory experiments
(for TAs in laboratory courses):**

Excellent Very Good Good Average Poor N/A

9. Communication and personal skills when interacting with students:

Excellent Very Good Good Average Poor N/A

10. Overall TA performance:

Excellent Very Good Good Average Poor N/A

If the instructor(s) have additional comments and recommendations, please attach them.

TA Signature: _____

Instructor Signature(s): _____
