TA EVALUATION FORM Department of Human and Community Development

This evaluation is required of every TAship. The completed and signed form should be submitted to the Director of Graduate Programs by the same date that grades are due in the Banner system for the semester in which the student was a TA. To do this: Email the completed form as a .pdf to the Director of Graduate Programs and copy both the faculty supervisor and the student on that email. The entire message will be filed and the email addresses will count as faculty and student signatures.

Note: Graduate students do not evaluate other graduate students. If a graduate student is the instructor supervising a grad TA, the evaluation must be conducted by the faculty supervisor for the course. The faculty supervisor should consult with the grad instructor before filling out this form.

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Semester, Course TA'd, % appointment, # of students per section:

Faculty Supervisor:

Faculty supervisor please rate the student's performance of their TA duties by placing an "x" in the most accurate column for each duty						
Duties	Poor	Fair	Good	Excellent	Does not apply	
Assist professor during lecture						
Coach/supervise on-site performance						
Conduct exam review sessions						
Develop instructional materials						
Grade Assignments						
Hold office hours						
Lead lab or discussion group						
Lecture						
Oversee other TAs						
Proctor exams						
Responsiveness to supervisor						
Timeliness						
Tutor students						
Other:	_					

Student comments about own pe	enormance.		
Faculty supervisor comments ab	out student's performa	ance:	
Faculty Supervisor	Date	Student TA	Date

Note: The student's signature does not mean that they agree with the evaluation. It simply documents that they have seen it and had an in-person opportunity to discuss it with their supervisor. There is a space above where students can enter comments about their own performance.