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.

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<th></th>
<th>Excellent</th>
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<th>Good</th>
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7. Ability to communicate student concerns to the instructor(s):

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

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9. Communication and personal skills when interacting with students:

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10. Overall TA performance:

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

TA Signature: __________________________

Instructor Signature(s): __________________________