**Teaching Assistantship Evaluation Form**

**Assistant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Banner ID: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Courses(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_**

| **Evaluation Areas** | **Very Good** | **Satisfactory** | **Needs Improvement** | **Unsatisfactory** | **Not Observed** | **Not Applicable** |
| --- | --- | --- | --- | --- | --- | --- |
| **Basic Requirements** |  |  |  |  |  |  |
| 1. Holds required number of class meetings and office hours
 |  |  |  |  |  |  |
| 1. Begins class promptly
 |  |  |  |  |  |  |
| 1. Attends required GTA meetings
 |  |  |  |  |  |  |
| **Teaching Performance** |  |  |  |  |  |  |
| 1. Provides students with adequate information about the course and course assignments (*e.g.*, syllabus, assignment information)
 |  |  |  |  |  |  |
| 1. Communicates effectively with students orally and in writing
 |  |  |  |  |  |  |
| 1. Manages classroom environment effectively
 |  |  |  |  |  |  |
| 1. Ensures course goals are evident in major assignments and day-to-day course work
 |  |  |  |  |  |  |
| 1. Responds effectively to student difficulties or problems
 |  |  |  |  |  |  |
| 1. Reviews and returns student assignments in a timely fashion
 |  |  |  |  |  |  |
| 1. Provides sufficient and effective feedback to students
 |  |  |  |  |  |  |
| 1. Demonstrates respect for students
 |  |  |  |  |  |  |
| 1. Completes reporting activities as required (*e.g.*, academic integrity violations, student grades)
 |  |  |  |  |  |  |
| **Professionalism** |  |  |  |  |  |  |
| 1. Exhibits work ethic and integrity
 |  |  |  |  |  |  |
| 1. Receptive to direction and constructive criticism
 |  |  |  |  |  |  |
| 1. Adequately balances teaching duties with course/thesis work
 |  |  |  |  |  |  |

**Faculty Evaluator’s Comments**

(*Please comment on specific aspects of the assistant’s teaching performance.*)

**Graduate Teaching Assistant’s Comments**

*The following signatures indicate that the graduate assistant has read and understood the assessment and has discussed it with the evaluator, and that the Director of Graduate Studies has acknowledged the evaluation. The signatures do not imply agreement.*

**Faculty**

**Evaluator:** *print name* *signature* *date*

**Graduate**

**Assistant:** *print name* *signature* *date*

**Director of**

**Graduate Studies:** *print name* *signature* *date*