TA Evaluation Report Form A

TA's name: __________________       Observer's name: __________________________

Course: __________________________ Is Observer the Course Director? __________

This Form should be used for TAs who were assigned teaching responsibilities requiring
regular group interaction with the class, for instance recitation instructor, lab instructor
or lecturer duties. Other TAs, such as graders or lab experiment designers who did not
meet regularly with the class, should be reported on Form B rather than this form.

1) OBSERVATION AND REPORT PROCEDURE
   What day(s) did you observe, did you come unannounced, or did you pick a time
   mutually agreed in advance?

2) PREPARATION
   How well was the TA prepared for this class?

3) USE OF MEDIA
   Use of overheads, chalkboard, computer, microphone (if needed), other equipment.

4) ORAL QUALITY
   Sufficient volume to be heard throughout the room? Accent, speed of speech satisfactory?
5) **STUDENT INTERACTION**

Degree of interaction of TA with students before, during, and/or after class. Quality of the interactions: did it seem that students' questions were being answered, student needs met?

6) **TA SUPPLEMENTARY MATERIAL**

Usefulness of TAs personal website content related to course, material on course website produced by TA, handouts and notes produced by TA, if any.

7) **OTHER COMMENTS**

For instance, did TA hold the class's attention, complete his/her planned material?

8) **OBSERVER'S SUMMARY**

Attach additional sheets if needed

A. Areas of TA teaching strength

B. Areas requiring improvement

C. Suggestions for improved teaching effectiveness
D. TA’s teaching performance compared to observer’s expectations for satisfactory TA performance (check one):

☐ Exceeds expectations
☐ Meets expectations
☐ Below expectations

Additional comments on TA’s performance compared to expectations (if any)

9) Signatures

Please read and sign below, and return to the Chair of the CSE Dept. Teaching Quality Committee.

We have met and reviewed this report, and in particular discussed any areas identified as requiring improvement and suggestions for how to do so.

_________________________________                   ______________________
Signature of TA                                      Date

_________________________________                   __________
Signature of Course Director                                      Date