

## TA Evaluation Report Form B

TA's name: \_\_\_\_\_ Course director's name: \_\_\_\_\_

Course: \_\_\_\_\_

*TA Evaluation Report Form B should be used for Grad and Undergrad TAs such as graders or lab experiment designers who did not have regular group interaction with the class. TAs who were assigned teaching responsibilities requiring regular group interaction with the class, for instance recitation instructor, lab instructor or lecturer duties, should be reported on TA Evaluation Report A.*

### 1) REPORT PROCEDURE

*What material produced by the TA did you review in order to complete this report?  
Did you select this material or was it chosen by the TA?*

### 2) PREPARATION

*How well was the TA prepared to perform his/her grading or other duties? Did he/she thoroughly understand the material required to accomplish the tasks?*

### 3) QUALITY OF WRITTEN COMMUNICATION

*Was the written material effective at communicating with its intended target audience? If grading, did the graded papers include comments, and were these comments clearly phrased and legible?*

**4) TA SUPPLEMENTARY MATERIAL**

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

**5) OTHER COMMENTS**

*For instance, if a grader, did the grades appear to be accurate? Was the grader willing to meet with students and consider grade changes?*

**6) OBSERVER'S SUMMARY**

*Attach additional sheets if needed*

**A. Areas of TA strength****B. Areas requiring improvement****C. Suggestions for improved effectiveness****D. TA's 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)**

## 7) 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 Faculty Observer

\_\_\_\_\_  
Date