

Teaching Assistant Evaluation

TO:

FROM: Robert Muncaster

Now is the time to evaluate your teaching assistants for this past semester. Please fill in the information below and return this form to Cheri Davison in the main office by Friday, December 8. One evaluation per TA is sufficient. Thank you.

NOTE: The GEO contract (Graduate Employees' Organization) requires that we assess a Teaching Assistant's performance at least once each year. You should inform the TA in advance of an initial class visit, and discuss the evaluation with the TA afterwards. Subsequent visits, if needed, may be unannounced.

Instructor:

Date: Spring 2009

Course: MATH

Visited by:

1. General conduct of the class: (Began and ended on time? Good use of time? Students are attentive?)
2. Interaction with students: (Did students actively participate in class in some way? Did students seem to feel comfortable asking questions? How did the instructor respond to questions? Were students and instructor respectful to one another? Did the instructor assess student understanding in some way?)
3. Oratory skill and poise: (Loud enough? Eye contact? Good pace?)
4. Blackboard technique: (Organized? Complete? Easy to read?)
5. Preparedness: (Lecture notes prepared ahead of time? Seems to have worked through examples, etc. ahead of time? Few mistakes?)
6. Content: (Motivation for the topic? Topic put in a larger context when appropriate? Good organization, examples, graphs, etc.? Appropriate level of mathematical rigor?)
7. Information from your conversation with the instructor: (Keeping up with the syllabus? Well-constructed exams or quizzes, if applicable? Do students get regular, useful feedback, e.g. on homework or quizzes? Particular teaching techniques used by this instructor?)
8. Suggestions for improvement: