

Teaching Assistant (TA) Expectations & Evaluation Form

It is the responsibility of the TA to contact the Course Instructor within one week of receipt of TA assignment (usually late Spring of the first year). It is also the responsibility of the TA to ensure this TA Expectation Form is filled out and returned to Laura upon the start of the TA assignment and that the second half of the form is completed at the conclusion of the TA assignment. The Psychological Sciences department will keep a copy of this form on file.

Course Name _____ Semester/Year _____ No of credits _____

Minimum Expectations

1. Contact Course Instructor within one week of receipt of TA assignment. Complete, sign and date the first page of this form prior to the start of the TA assignment.
2. Attend at least half of the class meetings in order to learn more about successful teaching techniques and to make yourself available to students;
3. Assist with grading which may include exams, quizzes, in-class assignments, papers, and other assignments;
4. Be available to students through weekly office hours (no less than 1 hour/week)
5. Hold review sessions (if applicable to the course)
6. Prepare and deliver a minimum of one class lecture

Other Expectations Identified by the Course Instructor and TA Prior to Start of TA Assignment:

Course Instructor Name _____

Signature

Teaching Assistant Name _____

Signature

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Criteria	Exceptional (5)	Very good (4)	Proficient (3)	Below Average (2)	Poor (1)	Not Applicable
Aptitude/Teaching Skills						
Displayed understanding of course content, knowledge, and skills						
Demonstrated effective teaching practices in lecture(s)						
Demonstrated adequate preparation for delivery of lecture(s)						
Presented him/herself clearly in interactions with students						
Grading						
Submitted grades and feedback in a timely manner						
Appropriately and fairly assessed students						
Effectively handled student issues and challenges						
Professionalism						
Was punctual to class and scheduled appointments						
Organized his/her time well						
Communicated progress of assigned duties and students' learning						
Actively involved in meeting the needs of the students						
Regularly held office hours						
Attitude						
Served as positive model for students by action and attitude						
Conducted positive and appropriate interactions with instructor						
Was willing to help students						
Was willing to help instructor						
Responded appropriately to directions and feedback						
Overall Assessment						

Please comment on strengths demonstrated by the TA:

Please comment on any concerns/weaknesses about the TA's performance: