

GRADUATE TEACHING ASSISTANT CLASS OBSERVATION FORM

This form is to be completed by a faculty member assigned to visit the TA's class. Complete one form per teaching assistant (TA Types 1, 2 and 3). The TA should read and sign the drafted observation and offer any written response. Once the form is finalized, one copy should be placed in the TA's file in the department and one copy should be sent to The Graduate School.

Teaching Assistant _____ SID # _____

Faculty Observer _____ TA's Supervisor _____

Term: Fall Sp. Sum. YR _____ Date Observed _____ Dept. _____ Course # _____

- TA Type: **Type 1:** Primary instructor
 Type 2: Instructor directly supervised by course/lab coordinator
 Type 3: Assistant to professor within the classroom/lab

*Evaluate the TA's performance on the following criteria according to the general guidelines provided. For each criterion, check the box indicating the statement that best characterizes the TA's performance, or mark **NA** for Not Appropriate or **NR** for Not Able to Respond.*

1) Accuracy/Consistency

- Appears to follow grading and course guidelines well, actively inquired about potential points of confusion, can readily explain rationale for challenges/questions
- Appears to follow grading and course guidelines and rubrics well, pays attention to detail, occasional minor mistakes or lack of information
- Appears sporadic in following course guidelines and is often in need of policy/content correction
- Major problems with following course guidelines, communicating, role-modeling
- NA NR

2) Helpfulness to Students

- Appears to actively seek ways and opportunities to be helpful
- Appears helpful and receptive when approached
- Answered questions from students but did not appear to welcome them
- Appeared to discourage questions and/or belittles or berates questioner
- NA NR

3) Knowledge

- Appears excellent
- Appears quite good, but hindered by lack of background knowledge of this particular subject
- Appears ineffective due to lack of knowledge.
- Ineffective because of lack of effort and/or interest to master subject.
- NA NR

4) Communication Skills

- Appears highly effective, explained difficult concepts well, could function independently.
- Appears effective, explained most concepts well, needed little follow-up.
- Appears to have some problems communicating, explains most topics to some extent but requires frequent follow-up.
- Appears very ineffective, cannot handle responsibilities requiring student interaction.
- NA NR

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5) Ability to Engage Students with Course Content

- Readily engaged students effectively and placed proper emphasis on important points.
- Engaged students with material in a comprehensive, organized fashion.
- Engaged students or presented material to students but not always within a proper context.
- Did not engage students successfully or present material well to students.
- NA NR

6) Professionalism *(meets responsibilities and deadlines, is fair and impartial, has appropriate interactions with students, is appropriately prepared and punctual)*

- Appears very professional
- Appears mostly professional, could use improvement in one or two minor areas such as _____
- Appears marginally professional. Needs improvement in several minor or a major areas such as _____
- Appears unprofessional. Needs major improvement in _____
- NA NR

Summary of primary strengths observed:

Summary of suggested areas of improvement:

TA's Comments/Response

(NOTE: TA's signature below is required by The Graduate School and indicates that the TA has read and understood his/her evaluation; it is not an indicator of approval. The TA should use the following space to offer any general comments regarding the observation, or of agreement or disagreement, and continue in an attachment if needed.)

Class Observer _____ Date _____

TA's Supervisor _____ Date _____

TA _____ Date _____

To be filled out by The Graduate School: Received in Graduate School (Date):