**BMED Teaching Assistant Evaluation Form**

TA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section:\_\_\_\_\_\_\_\_\_\_ Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year:\_\_\_\_\_\_\_\_\_\_\_\_

Instructions:

EVALUATION OF TEACHING ASSISTANT – The instructor should complete this form (both the Criteria Rubric and the Comments section) to evaluate his/her TA. There is a comments section for the TA to complete as well. To facilitate open and direct feedback for both parties, the instructor and TA should review the completed evaluation together and discuss. Once both the TA and the instructor have signed the evaluation, the TA should upload the form onto the appropriate T-Square site (BME 7004 or BMED 7005 as appropriate) by 5 pm on the Friday following Finals Week. **The TA’s term is considered incomplete if this form is not completed and submitted by the deadline.**

**Remember: A score of 3 for each criterion is considered satisfactory performance. Students performing unsatisfactorily will be required to take one-on-one CETL training and perform an additional semester of TA duties.**

**Criteria rubric on following page…**

**Criteria Rubric for End-of-the-Term Evaluation:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **Exceptional (5)** | **Very good (4)** | **Proficient (3)** | **Below Average (2)** | **Poor (1)** | **Not Observed or Applicable** |
| **Aptitude/Teaching Skills** | | | | | | |
| Displayed understanding of course content knowledge and skills |  |  |  |  |  |  |
| Demonstrated effective teaching practices in lectures, reviews, recitations, etc. |  |  |  |  |  |  |
| Introduced new ways of learning to the course |  |  |  |  |  |  |
| Presented him/herself clearly in interactions with students |  |  |  |  |  |  |
| **Grading** | | | | | | |
| Submitted grades and feedback in a timely manner |  |  |  |  |  |  |
| Appropriately 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 |  |  |  |  |  |  |
| **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** |  |  |  |  |  |  |

**Comments section on the following page…**

**Comments:**

* Describe the graduate TA’s greatest strengths:
* Describe areas that need improvement:
* Any other comments the instructor wishes to share with the TA:

- Any comments the TA wishes to share with the Instructor

**Signatures required on the next page…**

*By each signing below, the Instructor and the TA are both acknowledging the completion and review/discussion of this evaluation.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor’s Signature and Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teaching Assistant Signature and Date