# Teaching Assistant (TA) Evaluation Form

It is the responsibility of the TA to arrange a TA evaluation meeting with the course director(s) upon the completion of the TA assignment. This form should be returned to the Graduate School Office following the evaluation meeting. The Graduate School will keep a copy of this form in the Graduate Student’s file for future reference.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Semester/Year</th>
<th>No. of credits</th>
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**Course Director Name**

__________

signature

**Teaching Assistant Name**

__________

signature

## Evaluation of the TA Performance:

1. Knowledge of the course material
   - Excellent
   - Very Good
   - Good
   - Average
   - Poor
   - N/A

2. Performance during review sessions
   - Excellent
   - Very Good
   - Good
   - Average
   - Poor
   - N/A

3. Ability to grade homework and exam problems accurately and in a timely manner
   - Excellent
   - Very Good
   - Good
   - Average
   - Poor
   - N/A

4. Availability to students
   - Excellent
   - Very Good
   - Good
   - Average
   - Poor
   - N/A

5. Management of the course logistics, including
   - Preparation of solutions to homework and exam problems
   - Photocopying of course materials
   - Maintenance of the course web site
   - Excellent
   - Very Good
   - Good
   - Average
   - Poor
   - N/A

6. Ability to communicate student concerns to the course director
   - Excellent
   - Very Good
   - Good
   - Average
   - Poor
   - N/A

7. Communication and personal skills when interacting with students
   - Excellent
   - Very Good
   - Good
   - Average
   - Poor
   - N/A

8. Overall TA performance
   - Excellent
   - Very Good
   - Good
   - Average
   - Poor
   - N/A