

# MSU Philosophy Department Teaching Assistant Evaluation Form

## 1 Information

Instructor

Today's date

dd - month - yyyy

Teaching Assistant

Course

e.g. Phl 101, lah 231b

Term

e.g. SS/FS 2021

## 2 Evaluation

Please rate the TA's performance in each category relative to expectations for a typical, satisfactory performance. A performance approximating that should be rated "Satisfactory." If you have no basis for assessment, select "N/A".

	N/A	Inadequate	Satisfactory	Excellent
Grading				
Class				
Student relations				
Professionalism				
Other				

**Grading:** for quizzes, tests, papers, and other course assignments

**Class:** preparation for and attendance at class meetings

**Student relations:** office hours, electronic communication, tutorials, etc.

**Professionalism:** enthusiasm, timeliness, conscientiousness

**Other (specify):**

**Instructions:** For each teaching assistant, please complete one of these forms. No later than two weeks after the course ends, (1) save the pdf, and (2) press the "send to" button on page 2 (or send via email to the Director of the Graduate Program).

## 3 Improvement

Which areas, if any, is it especially important for the TA to improve in?

Grading

Class

Student relations

Professionalism

Other

## 4 Excellence

Which areas, if any, did the TA especially excel in?

Grading

Class

Student relations

Professionalism

Other

## 5 Feedback

It benefits our TAs to receive formative feedback from course instructors. Please use the box below to include advice, explanations of the ratings in (2) – (4), or any other comments you would like to share with the TA. (Note: all the responses from sections (1) – (5) will be shared with the TA.)

Instructor

Today's date

Course

Term

Teaching Assistant

## 6 Confidential Feedback

You may use the text box below to enter any additional comments you'd like to share with departmental administrators. These comments will not be shared with the TA. They will be viewable by the Department Chair, the Director of the Graduate Program and Graduate Program Administrative Assistant. These comments may also be shared confidentially in appropriate contexts, such as a faculty meeting devoted to evaluating graduate students, or in grievance situations.