

## PTP TEACHING ASSISTANT EVALUATION GUIDE

*Teaching mentors should use this guide to evaluate courses taught by students, when they are teaching assistants. Over the course of a term, the teaching assistant of a course and the instructor of record will engage several times about the course. For each meeting, described below, there are several suggested questions to guide the discussion. After each meeting, the instructor of record should summarize the discussion in a paragraph to be written into this document. At the end of the course and review process, a copy of the review document should be submitted to the Dean of Students Office.*

---

*Date:* \_\_\_\_\_

*Teaching Assistant:*

\_\_\_\_\_

*Instructor of Record:* \_\_\_\_\_

*Course Information [to be completed by the instructor of record]:*

*A. Course Listing and Name:*

\_\_\_\_\_

*B. Number of students:* \_\_\_\_\_

*C. Course format (i.e. lecture, discussion/seminar, online, hybrid, etc.) :*

\_\_\_\_\_

*D. Course meeting schedule (e.g. two times per week, 1.5 hours):* \_\_\_\_\_

*E. Course's relation to departmental requirements (i.e. Major requirement, Core requirement, Elective, etc.):* \_\_\_\_\_

*F. Week of mentor observation (e.g. 5<sup>th</sup> week of the winter quarter):*

\_\_\_\_\_

*Part 1- Pre-Quarter Meeting: Course Information: This meeting should occur before the course is scheduled to begin.*

*A. What does the TA hope to learn from this assignment?* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*B. What expectations does the instructor of record have for the TA? \_\_\_\_\_*

---

---

---

---

*C. What questions do you have about the overall goals of this course? \_\_\_\_\_*

---

---

---

---

*D. Do you have questions about the syllabus?*

---

---

---

---

---

*E. Discuss expectations for grading and intentions behind the assignments.*

---

---

---

---

---

*F. Do you have a clear understanding for how to assess the quality of student work on each assignment?*

---

---

---

---

---

*G. Can you anticipate any challenges with these assignments for students?*

---

---

---

---

---

H. *If a TA is to lead a class session, indicate the date here. Or, if the TA leads a discussion section, then indicate the date at which the instructor of record will observe the discussion section.*

---

---

---

*Part 2: Observation and Recommendations- This can happen at any part of the term but should occur early enough to allow the TA to benefit from feedback. In other words, Part 2 and 3 may be reversed temporally. The instructor of record and TA should meet soon after the observation to debrief.)*

*The Instructor of Record should attend either a lecture or mini-lecture that the TA is assigned at the beginning of the quarter or a regularly planned discussion section. If the instructor cannot attend the discussion section under review, the TA and instructor should work together to arrange a recording of the class session for the instructor to review at a later time. If the TA is not going to lead a class session or discussion session, then the instructor of record should provide detailed feedback on some other aspect of the TA's work (e.g. grading).*

*Date:* \_\_\_\_\_

#### Introduction and Class Organization

A. *Does the TA begin class effectively? Does the TA engage students and orient them to the material to be covered that day and the learning goals?*

---

---

---

---

B. *Does the TA present the material in a logical sequence, with transitions such that the students can follow?* \_\_\_\_\_

---

---

---

C. *Does the TA pace the class appropriately for student understanding?*

---

---

---

---

### Presentation Form

A. *Does the TA speak clearly, at an appropriate volume and pace?*

---

---

---

B. *Does the TA use eye contact and body language effectively?*

---

---

---

C. *Does the TA use clear examples?*

---

---

---

D. *Does the TA effectively use visual aids – chalkboard, physical materials, powerpoint, videos, handouts, etc?*

---

---

---

### Teacher-Student Interactions

A. *How does the TA engage with the students? What means of instruction are used? Is there time for questions?*

---

---

---

B. *How are the students engaged? How is participation distributed among the students?*

---

---

---

C. *Does the TA clearly communicate about expectations for assignments and next steps?*

---

---

---

### Content Feedback

A. *Has the instructor clearly explained the content of the course?*

---

---

---

---

*B. Does the instructor convey to students the complexity and diversity of viewpoints on the topic?*

---

---

---

*General feedback with actionable and clear teaching strategies- The instructor should also reflect upon what went well and what could be improved upon. The instructor may also reflect on student feedback as relevant.*

---

---

---

*Part 3- Mid-Course Review Report: If the TA is holding a weekly discussion section, then at the discretion of the instructor of record, TAs may ask all students to participate in a short, mid-course review during week 5 in order to assess TA's teaching while there is still opportunity to learn and revise during the course. Those review results should be anonymous and collected by the TA. The TA is responsible for sending a complete set of responses to the instructor for review.*

*The questions on the mid-course review should include the following:*

- A. What elements of the course have been effective for your learning?*
- B. Do you feel comfortable contributing to conversation in discussion sections? Y/N*
- C. What could the TA do to make you feel more comfortable participating?*
- D. What could the TA do to further improve your learning in this course?*

*Instructors of record should provide feedback as necessary and to help the TA contextualize student evaluations.*

---

---

---

---

---

---

*Part 4: Final Course Evaluation Report- The instructor of record should ask all students to participate in the evaluation process of the unit in which they are teaching. Note that you often have to specifically request for an evaluation that includes feedback for the TA. After evaluation results are accessible, the Instructor of Record should meet with the TA to discuss the evaluations pertinent to the TA, guided by the following questions:*

*Date:* \_\_\_\_\_

*A. How do you interpret the results of your student evaluations?* \_\_\_\_\_

---

---

---

---

*B. Reflecting on student evaluations and your assessment of the course as a whole, what would you keep the same and change if you were a TA for this course again next term?*

---

---

---

---

---

*C. What questions do you have for me (the Instructor) about the evaluations?*

---

---

---

---

---

*Instructors should write a paragraph summarizing the highlights of their conversation and the evaluations.*

---

---

---

---

---