

The following handout was prepared by Bryna Clover, Chemistry department, UMD

TA Evaluation and Expectations

At the end of the semester, all TAs are evaluated by the students. An example evaluation is shown below. Use this to understand what the students expect of you as a TA and how you would adjust your teaching techniques to score highly in your students' eyes.

The following questions are for evaluating your
TEACHING ASSISTANT
and improving his/her performance

LABS

1. The lab was open and ready for use:
a) all the time b) almost always c) most of the time d) on occasion e) seldom
2. My TA is on time for lab:
a) all the time b) almost always c) most of the time d) on occasion e) seldom
3. My TA is well prepared for lab:
a) all the time b) almost always c) most of the time d) on occasion e) seldom
4. My TA answers my lab questions:
a) all the time b) almost always c) most of the time d) on occasion e) seldom
5. My TA enforces safety regulations, such as wearing safety goggles:
a) all the time b) almost always c) most of the time d) on occasion e) seldom
6. My TA obeys safety regulations, such as wearing safety goggles:
a) all the time b) almost always c) most of the time d) on occasion e) seldom
7. My lab reports are graded fairly:
a) all the time b) almost always c) most of the time d) on occasion e) seldom
8. I am comfortable asking my TA questions:
a) all the time b) almost always c) most of the time d) on occasion e) seldom
9. My TA is available during posted office hours:
a) all the time b) almost always c) most of the time d) on occasion e) seldom

COMMENTS

Please use the back of this form to comment on what the TA did to **help** or **hinder** your learning and understanding. Please make any further specific comments and/or suggestions for improving the course.

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Self-Evaluation

Besides student evaluations at the end of the semester, it is important to conduct your own evaluation of your teaching throughout the semester.

- Personal, self-evaluation is an important part of teaching. Take a step back and try to view your teaching through your students' eyes.
 - Ask yourself whether you are communicating concepts well.
 - How is the atmosphere of the classroom
 - Do you use a variety of teaching techniques while explaining a topic?
- Use student presence in class as an indication of your teaching success.
 - Are students comfortable participating?
 - Do students readily ask questions when they are confused?
 - Are students respectful of one another, following rules of classroom?
- You may think about using mid-semester evaluations.
 - Such evaluations can be informal discussions or even a quick survey for the students to fill out at the end of class.
 - Ask students if the teaching techniques are working.
 - What would they change?
 - What would they like to see more of during the remaining semester?
- Finally, all this self-evaluation would be worthless if it was not used to improve your teaching. Be willing to adjust your teaching styles as you see fit in each class. Remember, that different styles may be required for different classes and sets of students. Adjust as you go.

For more self-assessment ideas, check out:

The Center for Teaching and Learning Excellence, The University of Utah. "Assessing your Teaching."
<http://web.utah.edu/taresources/Assessing%20Teaching.htm> Accessed 11.11.2009

Our own Center for Teaching Excellence offers this website with two mid-point evaluations that can be tweaked for your teaching experience:
<http://www.cte.umd.edu/library/midPointEvaluations/index.html>