**NMSU Department of Psychology Pre Teaching Assistant Evaluation Form**

TA: Click or tap here to enter text. Instructor: Click or tap here to enter text.

Course: Click or tap here to enter text.

Term: Click or tap here to enter text. Year: Click or tap here to enter text.

The purpose of this evaluation is to communicate the instructor’s expectations for his/her teaching assistant at the beginning of the term and to document the assistant’s performance in those tasks. The instructor and TA should meet early in the term to discuss the instructor’s expectations. The instructor and TA should meet at the end of the term to complete the rating portion of this form. Both the TA and the instructor should complete the ratings and discuss any discrepancies in the ratings. The final version of the instructor’s ratings will be added to the TAs permanent file and may be discussed by Psychology Department faculty at the annual evaluation of spring graduate students. Should the TA choose to do so, he/she may use the evaluations to document teaching effectiveness (e.g., when applying for jobs, awards, or fellowships).

1. Instructor: At the beginning of the term, use the list on the next page to indicate your expectations for your teaching assistant for this class during this term. Check the N/A box if an item is not something you expect your TA to do. Feel free to add items to the list as necessary. **Keep a copy of the completed form for use at the end of the term.**
2. At the end of the term, use the third column to rate the TA’s performance on those tasks. Please do not rate the TA on any tasks you do not expect the TA to perform.

|  |  |
| --- | --- |
| ✓ | EXPECTATIONS of TA |
|  | Attend class |
|  | Help create class materials |
|  | Help create exams |
|  | Evaluate student work |
|  | Grade multiple-choice exams |
|  | Grade non-multiple-choice exams |
|  | Enter grades into a digital format |
|  | Calculate grades |
|  | Assist during class |
|  | Lead class as necessary |
|  | Hold office hours |
|  | Conduct labs |
|  | Design lab materials |
|  | Administer make-up quizzes/exams |
|  | Conduct review sessions |
|  | Other  Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |