UNT | COLLEGE OF ENGINEERING
Department of
Mechanical Engineering

DEPARTMENTAL EVALUATION FORM FOR

TEACHING ASSISTANT (TA) AND INSTRUCTIONAL ASSISTANT (IA)

Deadlines For Evaluation: Fall - November 7th ; Spring - April 7th

The TA/IA is responsible to arrange an evaluation meeting with the instructor and email the completed form to MechanicalGraduate@unt.edu before the deadline. Please note that the staff will not accept a physical copy of the form.

If TA/IA is assigned to multiple courses/sections with different instructors, the evaluation form must be completed separately for each of those courses/sections.

Student Required Section   Instructional Assistant   Teaching Assistant

Student Name:_____   Instructor Name:_____

Course Number(s):_____   Semester/Year:_____

Assigned Hours: _____

Faculty Input Section   **Date of Evaluation:** _____

1. **Technical knowledge of the course material:**

Excellent   Very Good   Good   Fair   Poor   N/A

2. **Performance during office hours and review sessions:**

Excellent   Very Good   Good   Fair   Poor   N/A

3. **Ability to develop new homework and exam problems:**

Excellent   Very Good   Good   Fair   Poor   N/A

4. **Following safety protocols and providing safety training to students (for TA/IAs in laboratory courses):**

Excellent   Very Good   Good   Fair   Poor   N/A

5. Ability to grade homework and exam problems accurately and in a timely manner:

Excellent   Very Good   Good   Fair   Poor   N/A

6. Availability to students:

Excellent   Very Good   Good   Fair   Poor   N/A

7. Management of the course logistics:

Excellent   Very Good   Good   Fair   Poor   N/A

8. Ability to communicate student concerns to the instructor(s):

Excellent   Very Good   Good   Fair   Poor   N/A

**9. Planning, designing, and supervising of laboratory experiments
      (for TA/IAs in laboratory courses):**

Excellent   Very Good   Good   Fair   Poor   N/A

10. Communication and personal skills when interacting with students:

Excellent   Very Good   Good   Fair   Poor   N/A

11. Overall TA/IA performance:

Excellent   Very Good   Good   Fair   Poor   N/A

You must provide qualitative assessment if any question has a fair or poor or N/A rating:

Student Signature: _____

Instructor Signature: _____