

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:
