

GRADUATE ASSISTANT/TEACHING EVALUATION FORM  
DEPARTMENT OF PHILOSOPHY, UNIVERSITY OF MEMPHIS

**Instructions**

This form may be used by Professors in assessing Teaching Assistants.

- The Faculty Teaching Mentor (TM) is to complete this form for each classroom observation of the GA.
- Copies of the completed form are to be given to the Graduate Studies Director, or the coordinator of the TMs, and to the GA. The TM should keep a copy.

Name of the TA/GA:

Name of the TM:

Course Number:

Date:

GA/TA Duties (check all that apply):

- Taught own class:
- Discussion section:
- Grading:  
Of what sort of evaluation?
- Office Hours:
- Other:

Basis for TM's evaluation (check all that apply):

- Classroom observation:  
Specify: class, discussion section, etc.
- Read GA's comments on graded work:
- Reviewed GA's handouts:
- Other/Additional comments:

Rate the TA/GA on a scale of 1 to 5 in the following areas (1 is poor, 5 is excellent). For areas that do not apply or for which you have inadequate information to form a judgment, enter 'NA'.

Dimension	Score	Comments
Preparation		
Organization		
Pacing of class		
Clarity of presentation		
Spontaneity		
Appropriateness of material and level of presentation		
Responsiveness to questions		
Effectiveness in provoking/inviting discussion		
Effectiveness in guiding discussion		
Use of examples		
Eye contact, voice volume, etc.		

Additional Comments: