

Psychology Department Teaching Assistant (TA)
Mid-semester Evaluation

Teaching Assistant (TA): _____ Class: _____

Duties (check all that apply)	Description (1= needs improvement; 3=adequate; 5=excellent)
___ Grading	
___ Tests	___
___ Assignments	___
___ Papers (with guidelines/rubric)	___
___ Drafts of papers (with rubric)	___
___ Tests/Exams	
___ Constructing	___
___ Proctoring	___
___ Storage	___
___ Construct/proctor make-ups	___
___ Construct answers	___
___ Maintain Class Records	
___ Posting marks	___
___ Answer keys	___
___ Posting announcements	___
___ Class Preparation	
___ Lecturing (no more than 3X)	___
___ Class demonstrations	___
___ Photocopying	___
___ Place materials on reserves	___
___ D2L Management	___
___ Office Hours (not to exceed 3hrs/week)	
___ Student email	___
___ Attend class	___
___ Read textbook	___
___ Conduct review sessions or discussions	
___ In person	___
___ Online	___
___ Miscellaneous	
___ Webpage management	___
___ SALT services/DRC	___
___ Note taking	___
___ Other (specify): _____	___

Where, if anywhere, are improvements needed?