

Graduate Teaching Assistant Feedback Form

This document has been prepared with recommendations on how we can improve teaching assistantships.

- **Mid-term feedback:** Instructors should formally meet one-on-one with graduate TAs mid-way through the term to offer verbal feedback on work done so far, covering such topics as marking technique, background knowledge and technical skills relevant to the course. Also, this meeting will provide an opportunity for TAs to raise any concerns, such as workload or time constraints. **If the course instructor is concerned about the performance of the TA, they may give the student an unsatisfactory evaluation.** Any student with an unsatisfactory evaluation will be required to have a joint meeting with the course instructor, graduate officer and thesis supervisor. The meeting will provide feedback and a warning for the student. **Failure to improve their performance may lead to a loss of the TA stipend and/or future TA assignments and TA stipends.** A letter summarizing the meeting will be added to the student's file.
- **End-of-term feedback:** Instructors should provide TAs with written feedback at the end of the term on their performance, including suggestions for improvement in future terms and recommendations for any appropriate additional training. A sample feedback form is included with this document.
- **Training:** Instructors should identify opportunities for TAs to improve skills with additional language, teaching, marking, or technical training. This information should be provided to the graduate chair and the student's supervisor so that they are aware that the student may be taking the time needed to complete this training. Language training is available from Renison College's English Language Institute and teaching training is available from the Centre for Teaching Excellence

Graduate Teaching Assistant End-of Term Feedback Form

Instructor: _____

Student: _____

Course: _____ Term: _____

What has the student done well?

How could the student improve?

Please evaluate the student's work on the following topics.

Marking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Poor	<input type="checkbox"/> Not Applicable
Tutorials/Labs	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Poor	<input type="checkbox"/> Not Applicable
Office Hours	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Poor	<input type="checkbox"/> Not Applicable
Administrative	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Poor	<input type="checkbox"/> Not Applicable

Would you recommend additional training for the student?

- ☐ Written language training (Language training offered by Renison College,
- ☐ Spoken language training www.renison.uwaterloo.ca/english-language)
- ☐ Teaching and pedagogy training (Teaching training offered by Centre For Teaching Excellence, www.cte.uwaterloo.ca)
- ☐ Marking
- ☐ Background / technical skills relevant to the course

cc: student, Graduate Officer, student's supervisor

OTHER COMMENTS:

This gives the instructor a chance to nominate the student for an award.