INSTRUCTIONS FOR TA COORDINATOR

1. Transfer summarized information from the TA evaluation surveys collected from the TA’s instruction section (i.e. lab, seminar, etc.)

2. Fill out the remainder of the summary form with your overall evaluation and optimal ranking of the TA

3. Print two hardcopies of this summary evaluation. Keep one for your records, and provide the second to the TA when you meet with him/her to verbally go over the feedback on the form.

LAB COORDINATOR SUMMARY OF TA EVALUATIONS

4. This form is to be appended to the student’s departmental annual progress form. (*Deadline for return: Feb 28 for Fall term classes, May 31 for Winter term classes*)

Date: ____________________________________  Lab section: ______  Day: _______  Time: ________

Chemistry Course: __________________________   Name of TA: __________________________

Overall positive aspects:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Overall aspects to improve:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Overall TA evaluation: Excellent  □  Satisfactory  □  Unsatisfactory  □  

Optional: TA Ranking: __________________________

Lab Coordinator: __________________________   Signature: __________________________