

# Teaching Assistant Evaluation Request Form



TA Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Term (i.e. Fall 2012): \_\_\_\_\_

Course Instructor Name: \_\_\_\_\_

Roles in course to evaluate (check as appropriate)

Seminar Leader \_\_\_\_\_ Lab Instructor \_\_\_\_\_ Gave Lecture(s) \_\_\_\_\_

NOTE: Not all of your duties will suit individual evaluations (i.e. marking, rotating lab instructors, etc.) if undergraduate students will not remember who you are. Please choose duties to be evaluated accordingly.

Approximate # of students in course: \_\_\_\_\_

Approximate # of students to evaluate you: \_\_\_\_\_

Date Request Form Submitted to Graduate Assistant: \_\_\_\_\_

Date Package Due to Instructor / TA (circle one) \_\_\_\_\_

\_\_\_\_\_  
Graduate Student Signature

\_\_\_\_\_  
Course Instructor Signature

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## NOTES:

THIS FORM MUST BE SUBMITTED AT LEAST ONE WEEK PRIOR TO THE EVALUATION DATE

1. The final version of the TA Evaluation Form with all relevant questions included should accompany this Form for signature.
2. Be sure to provide copies of this Form and the final TA Evaluation Form with the SKHS Graduate Assistant in KHS 206.
3. SKHS Graduate Assistant to photocopy sufficient number of blank evaluation forms for completion and provide to TA or course Instructor within one week of receipt of this Request Form.
4. Please allow 2-3 weeks for processing of your TA evaluation results.