**Supervisor’s Evaluation of Graduate Assistants and/or Graduate Students**

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluation Period (Semester/Year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Performance:** Cumulative GPA \_\_\_\_\_\_\_\_\_\_\_\_\_ GPA for Current Semester \_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Exceeds Expectations** | **Meets Expectations** | **Needs Improvement** | **Not Able to Evaluate** |
| **Making reasonable progress toward degree** |  |  |  |  |
| **Engagement/Performance in courses** |  |  |  |  |
| **Appropriate professional conduct for department/**  **discipline expectations** |  |  |  |  |

Comments:

Goals for the upcoming semester or academic year:

**Teaching Assistants:** Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title(s) and number(s) of course(s) taught: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What duties were performed?

\_\_\_\_\_ graded quizzes/exams \_\_\_\_\_ led discussion \_\_\_\_\_ set up equipment

\_\_\_\_\_ created quizzes/exams \_\_\_\_\_ taught a complete class \_\_\_\_\_ Blackboard

\_\_\_\_\_\_created instructional materials \_\_\_\_\_ lectured occasionally \_\_\_\_\_ oversaw technology

\_\_\_\_\_ created assignments \_\_\_\_\_ held review sessions \_\_\_\_\_ provided clerical help

\_\_\_\_\_ graded assignments \_\_\_\_\_ mentored other teaching assistants

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What were this teaching assistant’s strengths this semester? (Give specific examples)

What were some specific areas needing improvement this semester?

Were specific strengths or areas of improvement noted from SROI or other student evaluations?

Overall, I evaluate this teaching assistant’s performance as:

\_\_\_\_\_ Superior \_\_\_\_\_ Good \_\_\_\_\_ Acceptable \_\_\_\_\_ Needs Improvement \_\_\_\_\_Unsatisfactory

**Research Assistants:** Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of assistantship position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5=Superior 4=Good 3=Acceptable 2= Needs Improvement 1=Unsatisfactory N/A= Not applicable

|  |  |  |
| --- | --- | --- |
| **PERFORMANCE ITEM** | **RATING** | **SPECIFIC EXAMPLES/COMMENTS ABOUT GRADUATE ASSISTANT’S PERFORMANCE** |
| **Quality of work (accuracy, thoroughness)** |  |  |
| **Quantity of work (speed, deadlines)** |  |  |
| **Oral communication skills** |  |  |
| **Written communication skills** |  |  |
| **Timely completion of assignments** |  |  |
| **Acceptance of responsibility** |  |  |
| **Response to constructive criticism** |  |  |
| **Working relationships with others** |  |  |
| **Takes initiative, seeks assignments** |  |  |
| **Shows interest/enthusiasm in job** |  |  |
| **Demonstrates professionalism** |  |  |
| **Resourcefulness, creativity** |  |  |

Comments:

Research-related conference presentations, poster sessions, and articles published or under review?

This document was discussed with the graduate assistant or student and a copy was given to him/her on the date indicated. The graduate assistant or student may respond to this evaluation with a letter to be added to his/her file.

Signature of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Graduate Assistant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parts of this form were adapted from forms from the University of Minnesota at http://www1.umn.edu/ohr/teachlearn/resources/peer/ index.html and the Department of Child, Youth, and Family Studies, University of Nebraska-Lincoln.)