

## Evaluation of Teaching Assistants in ENT 602--

Currently, all M.S. students are required to teach a minimum 1 semester and all Ph.D. students are required to teach a minimum of 2 semesters. To achieve this requirement, students will enroll in ENT 602 under the supervision of the faculty member in charge of the course in which the student is teaching. Under the new policy (Spring, 2001), two types of teaching experiences are available: 1) the traditional TA role in the course and 2) serving both as a traditional TA and as a mentor for fellow students enrolled as TA apprentices. These students who are mentored will serve as a TA in that course in subsequent years.

### Credit assignments:

- 1) Traditional TA = 1 credit /semester
- 2) Traditional TA and mentor to TA apprentices = 2 credit/semester

**Evaluation criteria--** These criteria will be negotiated by the student (TA) and the faculty member in charge of the course at the beginning of the semester. Negotiations will also cover the percentage of the grade assigned to each criterion. When agreement is reached, a "contract" will be signed; and copies given to both the student and faculty member and to the Dept. office. Below is a list of suggested criteria; not all are appropriate for each course. Unless otherwise indicated, the criteria will be evaluated by the faculty member in charge of the course.

1. Development of syllabus (OPTIONAL, if appropriate; e.g., track courses such as ENT 314, 315, 316, 318)
2. Development of lesson plans for each lecture to be delivered
3. Presentation of lectures
4. Development of course web site (OPTIONAL)
  - This could be an additive process done by modifying a preexisting web site that is under control of and administered by the department.
  - Seven (7) days before actual delivery, student should submit web site changes for a particular lecture to faculty member responsible for course. This would allow corrections to be made before web site is made public to students, 5 days prior to actual lecture coverage in class.
5. Development of exam questions
6. Deposition of teaching materials (see guidelines for repository of teaching materials for the ENT 313 track courses.) (OPTIONAL)
7. Peer evaluation of overall performance upon completion of the course (demonstration of responsibility, effort, and overall achievement of initial goals).
  - By faculty member in charge of course
  - By fellow TA's (OPTIONAL)
8. Student evaluation
  - Preparation for class and knowledge about material
  - Clarity of presentations and expectations of students on assignments
  - Enthusiasm, ability to stimulate questions and discussion
  - Communication in and out of class
  - Constructive criticism and fair evaluation of assignments and exams
9. Self evaluation, with adequate justification
10. Criteria if a mentor of a TA apprentice in addition to traditional TA
  - Development of mentorship plan with Faculty member (evaluated by faculty member)
  - Delivery of mentorship (evaluated by faculty member)
  - Evaluation by TA apprentice

Course # \_\_\_\_\_

Date \_\_\_\_\_

<b>Evaluation Criteria</b>	<b>Guidelines for Trad. TA % Grade</b>	<b>Agreed upon point assignment % Grade</b>	<b>Guidelines for Trad. TA/Mentor % Grade</b>	<b>Agreed upon point assignment % Grade</b>
<b>Development of syllabus(OPTIONAL)</b>	5		5	
<b>Development of lesson plans for each lecture to be delivered (evaluated by faculty member in charge)</b>	10		5	
<b>Presentation of lectures (evaluated by faculty member in charge)</b>	10		10	
<b>Development of course web site (OPTIONAL)</b>	10		5	
<b>Development of exam questions (evaluated by faculty member in charge)</b>	5		5	
<b>Peer evaluation of overall performance (demonstration of responsibility, effort, and overall achievement of initial goals).</b>				
By faculty member in charge of course	20		10	
By fellow TA's (OPTIONAL)	10		0	
<b>Student evaluation</b>	20		20	
Preparation for class and knowledge about material				
Clarity of presentations and expectations of students on assignments				
Enthusiasm, ability to stimulate questions and discussion				
Communication in and out of class				
Constructive criticism and fair evaluation of assignments and exams				
<b>Self evaluation with adequate justification</b>	10		10	
<b>If a mentor of a TA apprentice in addition to traditional TA</b>				
Development of mentorship plan with Faculty member (evaluated by faculty member in charge)			5	
Delivery of mentorship (evaluated by faculty member in charge)			5	
evaluation by TA apprentice			20	
<b>Total</b>	100		100	

We agree to the above grading criteria and percent distribution for the evaluation of the teaching performance of \_\_\_\_\_, whom will be serving as a traditional TA or TA/mentor (circle one) during the semester of \_\_\_\_\_, in course # \_\_\_\_\_.

Signed \_\_\_\_\_ (Graduate student being evaluated) Date \_\_\_\_\_

Signed \_\_\_\_\_ (faculty member in charge of course) Date \_\_\_\_\_