Summary of the ME TA Workshop, Spring 2016
Workshop Agenda

• Getting to know each other
• TA logistics Continuing ed opportunities
• TA evaluations
• Office hours mini-workshop
TA Continuing Education Opportunities

• Attend a CEI Teaching Assistant Workshop (link)
• Complete a CEI self-paced tutorial (link)
• Take a Preparing Future Faculty course (link)
• Peer evaluation of your section or office hours
Reporting Continuing Education

Reporting form link will be sent by email
How Will I be Evaluated as a TA?
Current TA Evaluations

1. Communication skills (clarity, relaying info., effective speech)
2. Knowledge of material
3. Grading accuracy & consistency
4. Kept office hours (if applicable)
5. Promptness (general, return papers, starting/ending class)
6. Maintained a positive attitude
7. Provide helpful information (handouts, feedback, class supplements)
8. Was approachable
9. Enhanced my opinion of the course and material
10. Overall evaluation

Comments: (This section is very important!!)

Key:
4- Excellent / Strongly Agree
3- Good / Above Average / Agree
2- Adequate / Average / Acceptable
1- Inadequate / Poor / Disagree
N/A- Not applicable / Not Assigned to TA

Read your evaluations (see Jeanne Sitzmann)
New TA Evaluations

• Student rating of TA (online form)
• Professor rating of TA (online form)
• Results seen by TA, professor, TA Coordinator
• Results used for
  – Improving teaching
  – Determining who gets hired next time
• Mid-semester evaluation
  – For mid-course correction, if needed

Details announced in a few weeks