

## Mid-Semester Evaluations

### Mid-semester evaluation forms

Mid-semester evaluation can be accomplished in several different fashions. You can have a peer or supervisor observe your class, or you can have a class video-taped. Alternatively, you can solicit written or oral feedback from the class. College of Engineering policy indicates that supervisors must observe new TAs (first and second semester) sometime before the seventh week (check with your department TA coordinator for the exact details.)

Mid-semester evaluation forms are provided for the three categories of TA:

- Laboratory
- Lecturer
- Discussion Leader

Each form is comprised of two parts (front and back side of a single sheet):

- Teaching evaluation
- Course or Lab evaluation

This latter distinction is important in that students should distinguish between comments on your teaching ability versus comments on the course as a whole. As a TA, you may not be able to solve course problems, although in some cases you can improve the situation for students. For example, if the students feel the text is not very helpful, class notes and alternative texts could be placed on reserve in the library.

The forms contain questions pertaining to the student's involvement and participation (for example, the percentage of discussion sections they attended during the semester). This information may help you decide how to weigh their suggestions, and may focus more detailed questions on why attendance/participation was high or low. You might also consider using fast feedback to gain further knowledge about a specific point.

### Acting on the results

Once the forms are returned, analyze the results, report back to the class with the positive findings, and *act on areas where you need improvement*. There are several avenues for improvement:

- Use the Resource Guide in this Handbook to identify relevant information or teaching tools
- Discuss results with a friend or peer, particularly if they are an experienced TA
- Discuss the results with your supervisor or a faculty member you associate with excellent teaching

### Evaluation by faculty member (mid-semester or seventh week observation)

A form to be used by a faculty member or peer to evaluate your teaching style has also been included in this section. Most of the questions can be answered by observing you in the classroom for 10-15 minutes. The evaluation should be discussed right after class, while the details are still fresh. Find out what they liked, and ask for tips and pointers for areas they think need improvement.

Some departments use a similar version of this form for the end of semester evaluation by faculty members.