

**University of Arkansas**  
**Department of Industrial Engineering**  
**Teaching Assistant (TA) Evaluation Form**

**Directions:**

1. Once the TA assignments are finalized (i.e., towards the end of the fall/spring semester) assistant to the department head will send the link to this form to each student that will be a TA the next semester.
2. The students will be instructed to contact the instructor of the course for which they will be a TA prior to the first day of classes. The TA and the instructor will identify the items under criteria that are relevant to them. If there are additional items not listed under criteria then please enter additional items/rows.
3. For each item identified as “relevant” under criteria, please specify under expectation what the instructor expects from the TA. If an item is not relevant, please leave the expectation empty in that row.
4. Fill in the name and course information and then sign and submit the form by 5pm on the first Friday of classes.

Semester: \_\_\_\_\_ Course: INEG

TA name: \_\_\_\_\_

TA signature: \_\_\_\_\_

Instructor name: \_\_\_\_\_

Instructor signature: \_\_\_\_\_

Criteria	Expectations	Rating				
		1	2	3	4	5
Class attendance						
Office hours						
Response to emails						
Mastery of subject matter						
Grading accuracy						
Grading time						
Oral communication						
Written communication						
Effective use of technology						
Other (please list)						

5. The rating column will be completed after the final grades for the course have been submitted. The instructor will rate the TA on the relevant items that were specified at the beginning of the semester (1=Poor, 2=Fair, 3=Good, 4=Very Good, 5=Excellent). The instructor and the student will have the option to enter comments.
6. The instructor and the TA will sign and submit the form to the assistant to the graduate coordinator (Tamara Ellenbecker [tellenbe@uark.edu](mailto:tellenbe@uark.edu)).

Student comments (optional):

Instructor comments (optional):

Student signature:

Major advisor/supervisor (name, signature, date):