

EARLY SEMESTER TA EVALUATION MEMO

Date:

To: Certain Faculty and Instructors
From: Dan Barnish
Re: Early TA Evaluation

The College of Letters & Science requires that each TA teaching labs or discussion sections for the first time be evaluated by the course instructor early in the semester. The instructor is to conduct the evaluation by observing one of the TA's discussion sections **within the first two weeks of the semester**. The contract between the State and the TAA requires you to give the TA 24 hours notice of the first evaluation visit in any semester.

We have to record that the observation was made. To make that as easy as possible for both you and me, please complete the form below after your observation and return it to me.

I do not anticipate that you will observe any serious teaching or language problems. However, you may have an opportunity to offer useful advice that can turn this into a positive exercise. If you report serious problems on the form, I will inform Brad Postle (Associate Chair for Undergraduate Studies) and we will proceed from that point as appropriate.

Course Professor: _____
Course Title & Number _____

I observed the discussion/lab section conducted by _____ (TA) on _____ (date).

yes no The TA exhibited serious teaching problems.

yes no The TA exhibited serious English language problems.

Signature: _____ Date: _____

Please note any additional comments on back and **return to Dan Barnish (dbarnish@wisc.edu) by 4th week of classes.**