# Laboratory Teaching Assistant Performance Evaluation

*Department of Chemistry, University of Kentucky*

<table>
<thead>
<tr>
<th>Teaching Assistant</th>
<th>Course</th>
<th>Semester</th>
<th>Year</th>
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<tr>
<td></td>
<td>111</td>
<td>Fall</td>
<td>2013</td>
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Assign points (integers only) for ALL categories based on your evaluation according to the guidelines in the rubric. Leave blank for items that are not applicable. A score of 3 indicates that a TA met the outlined expectations.

## SAFETY (20%)
- Wears and enforces appropriate attire in laboratory
- Enforces proper handling of equipment
- Ensures lab safety, cleanliness before leaving the lab
- Enforces safe handling of chemicals and procedures and appropriate chemical waste disposal

## KNOWLEDGE/TEACHING SKILLS (20%)
- Presents all recitation lectures (if applicable)
- Presents material effectively and clarifies procedure
- Understands material
- Knows how to use all equipment properly

## SUPPORTING TASKS (40%)
- Punctual and ready for class, meetings, office hours, etc
- Consistent and fair in grading
- Attends proctoring assignments as scheduled and arrives on time
- Keeps accurate records of grades, attendance, data, etc
- Reports equipment problems promptly
- Returns graded assignments to students on time
- Completes workload survey regularly and on time
- Submits grades to lab supervisor on time
- Suggests ways to improve experiments
- Responds to emails in appropriate and timely manner
- Interaction with students
- In-service activity

## GRADING (20%)
- Consistent and fair in grading
- Punctual and ready for class, meetings, office hours, etc
- Attends proctoring assignments as scheduled and arrives on time
- Reports equipment problems promptly
- Submits grades to lab supervisor on time
- Suggests ways to improve experiments
- Responds to emails in appropriate and timely manner
- Interaction with students
- In-service activity

## Evaluator Comments

### SCORE

#DIV/0!

**Evaluator**

April N. French

**Date**

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**TA Comments**

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**TA**

Date

My signature indicates my review of, but not necessarily agreement with, this evaluation. Any disagreements with this evaluation are noted above.