



## Teaching Assistant Evaluation Form Professional Courses

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Instructor \_\_\_\_\_ Date \_\_\_\_\_

Evaluator \_\_\_\_\_

KIN \_\_\_\_\_ Section \_\_\_\_\_ Title \_\_\_\_\_ Class Size \_\_\_\_\_

Location \_\_\_\_\_

Scheduled start time \_\_\_\_\_ Actual start time \_\_\_\_\_ Scheduled end time \_\_\_\_\_ Actual end time \_\_\_\_\_

Topic \_\_\_\_\_

Instructor Dress \_\_\_\_\_

Attendance Procedure \_\_\_\_\_

### Syllabus

<b>Category</b>	<b>Weak ... Strong</b>	<b>Comments</b>
Organization – Is syllabus organized in a clear and logical manner?	1 2 3 4 5	
Course objectives – Are course objectives and learning goals clearly stated?	1 2 3 4 5	
Emphasis – Are important dates and deadlines emphasized?	1 2 3 4 5	
Class outline – Is an outline of the entire class semester provided?	1 2 3 4 5	
Instructor information – Is contact information for the instructor provided?	1 2 3 4 5	

### Class Organization

<b>Category</b>	<b>Weak ... Strong</b>	<b>Comments</b>
Class introduction – Is the topic of the session clearly introduced?	1 2 3 4 5	
Learning goals/class objectives – Are the class objectives clearly stated?	1 2 3 4 5	
Class preparation – Is the instructor well prepared for class?	1 2 3 4 5	
Material presentation – Is material presented/facilitated in an orderly manner?	1 2 3 4 5	
Class time – Is class time well spent?	1 2 3 4 5	
Objective/material agreement – Is there agreement between announced objectives and material taught?	1 2 3 4 5	
Class closure – Does instructor summarize major points of session?	1 2 3 4 5	

### Class Content

<b>Category</b>	<b>Weak ... Strong</b>	<b>Comments</b>
General concepts – Are general principles and other forms of broad knowledge presented?	1 2 3 4 5	
Specific examples – Are specific examples given to support and explain general ideas?	1 2 3 4 5	
Discussion – Does class session stimulate discussion?	1 2 3 4 5	
Demands of class session – Is the material presented at the appropriate level of complexity for class level?	1 2 3 4 5	

### Class Presentation

<b>Category</b>	<b>Weak ... Strong</b>	<b>Comments</b>
Manner – Is class session conducted in a lively manner?	1 2 3 4 5	
Class contact – Are gestures, voice tone, and eye contact used to involve class?	1 2 3 4 5	

### Audio-Visual Materials/Technology

<b>Category</b>	<b>Weak ... Strong</b>	<b>Comments</b>
Utilization – Are audio-visual aids or technology utilized in class?	1 2 3 4 5	
Complement – Do these aids complement instruction?	1 2 3 4 5	
Interaction – Are students able to interact and keep up with technology?	1 2 3 4 5	

### Class Participation

<b>Category</b>	<b>Weak ... Strong</b>	<b>Comments</b>
Student/instructor interaction – Do students feel comfortable participating in class?	1 2 3 4 5	
Student interest – Do students seem interested in material?	1 2 3 4 5	
Solicitation – Does instructor encourage or solicit student involvement?	1 2 3 4 5	
Concern – Does instructor seem concerned with whether students learn material?	1 2 3 4 5	
Understanding – Does instructor seem to know when students do not understand material?	1 2 3 4 5	

Please comment on compliance with the Code of Teaching Responsibility \_\_\_\_\_

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Comment on at least one strength \_\_\_\_\_

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Comment on at least one weakness \_\_\_\_\_

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Cite at least one suggestion to improve instruction \_\_\_\_\_

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Evaluator's signature \_\_\_\_\_ Date \_\_\_\_\_

**Return this completed form to 134 IM Sports Circle**

For office use: DISTRIBUTION Original – TA file in 134 IM Circle Copy 1 – Teaching Assistant
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Revised FS02