

Teaching Assistant Classroom Observation Sheet

Teaching Assistant:
Evaluator:

Course:
Date:

1 Preparation

Question	Not Observed	More Emphasis Needed			Fully Accomplished	
TA is well-prepared and able to work homework problems		1	2	3	4	5
Knows material in text and lectures		1	2	3	4	5
Problem solving techniques are consistent with lecturer and text		1	2	3	4	5
Promptly returns graded assignments		1	2	3	4	5

2 Presentation

Question	Not Observed	More Emphasis Needed			Fully Accomplished	
Is on time for class		1	2	3	4	5
Is friendly but professional in manner and appearance		1	2	3	4	5
Indicates topics of the day		1	2	3	4	5
Speaks loudly and clearly		1	2	3	4	5
Communicates effectively so students can follow		1	2	3	4	5
Goes step-by-step and writes down steps		1	2	3	4	5
Uses blackboard effectively		1	2	3	4	5
Presents material at an appropriate level		1	2	3	4	5
Emphasizes methods of solving problems rather than solutions		1	2	3	4	5
Emphasizes key points and concepts		1	2	3	4	5
Uses class time effectively		1	2	3	4	5

3 Teacher-Student Interaction

Question	Not Observed	More Emphasis Needed		Fully Accomplished		
Actively encourages student questions		1	2	3	4	5
Listens to and understands student questions		1	2	3	4	5
Responds appropriately to student questions		1	2	3	4	5
Makes sure the class hears and understands questions		1	2	3	4	5
Gives reasons for rejecting an answer		1	2	3	4	5
Corrects misconceptions, sees that the correct answer is brought out		1	2	3	4	5
Admits if doesn't know the answer or is wrong		1	2	3	4	5
Asks questions to monitor students' understanding		1	2	3	4	5
Where appropriate, encourages alternate ways to solve problems		1	2	3	4	5
Does not embarrass or belittle students		1	2	3	4	5

4 Classroom Atmosphere

Question	Not Observed	More Emphasis Needed		Fully Accomplished		
Establishes positive rapport and mutual respect with the students		1	2	3	4	5
Class atmosphere is conducive to learning		1	2	3	4	5
Maintains eye contact		1	2	3	4	5
Keeps students' attention, including those who are not interacting		1	2	3	4	5
Provides opportunities for and encourages audience participation and questions		1	2	3	4	5
Indicates availability for giving individual help		1	2	3	4	5
Attendance		$< \frac{1}{3}$ full		$\frac{1}{3} - \frac{2}{3}$ full	$> \frac{2}{3}$ full	

5 Evaluator's Comments

What were the major strengths of the teaching assistant noted in this classroom observation?

What suggestions do you have for improving his or her teaching skills?