GRADUATE ASSISTANT EVALUATION

This evaluation is conducted concurrent with teaching evaluations at the end of every semester to assess the performance of graduate assistants during the given semester. One evaluation form should be filed for every 10-hour assignment and kept in the student record. It is the responsibility of graduate assistants to initiate this process. Ask the assistantship supervisor to complete this form and send it to [smcgrad@bgsu.edu](mailto:smcgrad@bgsu.edu) before the last day of exam week. Once the graduate secretary receives the completed form, students can request to make it available for their review. Missing evaluation will be deemed equivalent to “failed to fulfill most responsibilities.”

1. Name of Graduate Assistant:
2. Name of Supervisor:
3. Semester:  Fall/ Spring/ Summer, Year

1. Assignment (Check one):

|  |  |  |
| --- | --- | --- |
|  | Teaching Associate (TI) Course: | Teaching Asssistant (TA) Course: |
|  | Research Assistant (RA) | Administrative Assistant (AA) |

1. Nature of Assignment:

|  |
| --- |
|  |

1. Overall Evaluation (Choose one):

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| --- |
| Surpassed required responsibilities significantly |
| Fulfilled all required responsibilities |
| Fulfilled most required responsibilities |
| Failed to fulfill most responsibilities |

1. Special strengths or weaknesses:

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|  |

7. Suggestions (regarding attitude, performance, etc.):

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**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date (M/D/YY):**