**Graduate Assistant Evaluation Form**  
Graduate Program in Sociology

Semester: __ Fall __ Spring Year: ______

Name of Graduate assistant: _______________________________________

Name of supervising faculty member: _______________________________________

This evaluation form represents a means through which faculty can provide feedback to their graduate assistants at the close of each semester. Graduate assistants are required to create a contract with their supervising faculty member at the beginning of the semester using the *Graduate Assistant Workplan Agreement* form.

At the close of each semester, faculty who have a graduate assistant working under them should complete this form and forward it to the Director of Graduate Programs. Although each of the questions will not necessarily apply to the current supervising faculty member / graduate assistant working relationship, faculty are encouraged to fill this form out to the best of their ability and pursuant to the expectations of the assistant as discussed at their initial meeting. Faculty members who do not submit a completed and signed evaluation form at the end of the semester may be moved to the end of the queue for future assistantship support.

Signature of Faculty member: _______________________________ Date: __________

A. Faculty should evaluate the graduate assistant’s performance on the following criteria and on a scale from 1 to 5, with 1 being representative of "strongly disagree" and 5 being representative of "strongly agree". Alternatively, a "N/A" may be placed next to items which are not applicable to the expectations and duties of the particular graduate student.

1. ___ The graduate assistant established and kept office hours at times which allowed adequate access to undergraduates who had questions or needed help.

2. ___ The graduate assistant evaluated undergraduate work in a fair, helpful manner and in accordance with the supervising faculty member's grading policies and standards.

3. ___ The graduate assistant returned graded work to the supervising faculty member and/or undergraduate students in a timely manner.

4. ____ The graduate assistant attended (when the supervising faculty member requested) the class that they were assisting with.

5. ____ The graduate assistant took an active role in lecturing and/or in the preparation of lectures.

6. ____ The graduate assistant took an active part in the construction of syllabi, tests, and assignments.

7. ____ The graduate assistant made a concerted effort to meet with the supervising faculty member and to keep up to date with the progress of the class.
8. ____ The graduate assistant was able to complete most tasks without excessive supervision by the supervising faculty member.

9. ____ The graduate assistant provided research support for the faculty member in an efficient and competent manner.

10. ___ The graduate assistant has shown promise in developing her/his own teaching and/or research skills as a result of this assistantship.

11. ___ I would like this student to be assigned to me again in the future.

B. Open ended comments. If the supervising faculty member chooses, s/he may make general or specific comments here regarding the graduate assistant. Especially helpful are elaborative comments on the questions noted above as well as special concerns or accomplishments regarding this graduate assistant.

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