

### MIT Biology: TA feedback form

Date of observation:

# of students present:

<b>Starting Class</b>	<p>Do they cover general course-related topics such as upcoming deadlines, exam dates, etc.? This could be at the start or end.</p> <ul style="list-style-type: none"><li>•</li></ul> <p>Do they present the goals for the day? How?</p> <ul style="list-style-type: none"><li>•</li></ul> <p>Do they assess how students grasped topics from previous classes?</p> <ul style="list-style-type: none"><li>•</li></ul>
<b>Teaching style and Active Learning</b>	<p>Do they actively involve the students in the recitation, or do they lecture? Strategies to promote active learning can include discussions, group activities, polling, etc.</p> <ul style="list-style-type: none"><li>•</li></ul> <p>Have they prepared certain topics for a class discussion? If not, which topics would have benefitted from discussions?</p> <ul style="list-style-type: none"><li>•</li></ul> <p>Have they prepared activities? These can include example practice problems, or discussions within small groups of students. If not, which topics would have benefitted from activities?</p> <ul style="list-style-type: none"><li>•</li></ul>
<b>Classroom Environment and Inclusive Teaching</b>	<p>Overall, do students seem encouraged and motivated to participate?</p> <ul style="list-style-type: none"><li>•</li></ul> <p>How do they maintain balance of participation in recitation? Do some students dominate the conversation?</p> <ul style="list-style-type: none"><li>•</li></ul> <p>How are students who answer questions incorrectly acknowledged? Is feedback given, or are they only told their answer is incorrect?</p> <ul style="list-style-type: none"><li>•</li></ul> <p>Can the TA interact with students by name?</p> <ul style="list-style-type: none"><li>•</li></ul>
<b>Ending Class</b>	<p>Did all planned topics get covered?</p> <ul style="list-style-type: none"><li>•</li></ul> <p>If not (this is okay), were the topics that were covered done so to a good level of depth?</p> <ul style="list-style-type: none"><li>•</li></ul>
<b>General Presentation Notes</b>	<p>Did they speak clearly?</p> <ul style="list-style-type: none"><li>•</li></ul> <p>If they wrote on the board (or a tablet), was it clear and organized?</p> <ul style="list-style-type: none"><li>•</li></ul> <p>Other notes:</p> <ul style="list-style-type: none"><li>•</li></ul>

<b>Strengths</b>	What things do you think they did well? This can include areas that are not mentioned above. <ul style="list-style-type: none"><li>•</li></ul>
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Observer name: \_\_\_\_\_

TA name: \_\_\_\_\_

Date to meet to discuss form: \_\_\_\_\_

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RES.7-005 Biology Teaching Assistant (TA) Training  
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