

Attachment B
Possible Template for Department End-of-Quarter Teaching Reports

Purpose: To document communication between TAs and departments about departmental supervision of teaching.

TA and Course Information:

TA Name: _____

Department: _____

Quarter/Year: _____

TA's Teaching Responsibilities:

Course Supervisor: _____

Quarter of Teaching: 1st 2nd 3rd other _____

Department's procedures and criteria for observation, and report of observation(s) made:

Date forwarded to TA: _____

If department personnel have questions about TA training, supervision, or evaluation, you may contact The Graduate School at 206.543.5139.