

Department of Communication Studies
University of Iowa
Record of TA Supervision for Discussion Sections

Name of Discussion Leader: _____

Name of Faculty Course Supervisor: _____

Semester/Year: _____

Course: _____

Satisfactory/Not Satisfactory*

Contributed to course planning and execution as expected

Provided requested materials and/or information
to supervisor in a professional and timely fashion

Attended and was prepared for scheduled meetings
with supervisor and/or other TAs assigned to the course

Supported instructor's policies and decisions when talking
to undergraduate students in the course

Met with assigned discussion sections or had them covered
for every session

Supported appropriate standards for student achievement

Completed grading in a timely fashion

Grades were consistent with agreed-upon standards for the
Course

In-Class Performance/Visitation

Demonstrated adequate knowledge of subject

Presented content in a coherent manner

Covered an appropriate amount of material for the time allotted

Presented content at an appropriate level of complexity

Created/maintained a positive learning environment

Actively engaged/involved students

Engaged students in a respectful manner

Any additional comments about strengths and/or suggestions for improvement:

*If the advisor rates an item as "not satisfactory," a brief explanation should be provided.

Signature/Date *Signing acknowledges, not necessarily agrees.