

GRADUATE STUDENT TEACHING ASSISTANT AWARD

The Graduate Student Teaching Assistant Award was approved by the Graduate Program Council in February 2007. The award recognizes one PhD student each year for outstanding service as a Teaching Assistant. The recipient is selected by the graduate program Academic Affairs committee, and is based on written feedback from course coordinators using the TA evaluation process currently in place. The award consists of a certificate, and an educational allowance of \$500.

Evaluation process:

At the end of the Fall and Spring terms, each course coordinator that is assigned a teaching assistant will be asked to complete a TA evaluation form. Results will be analyzed and scored by the Graduate Program Academic Affairs Committee as follows:

Overall assessment: 1-4

1 = poor, needs improvement; 2= average; 3= good; 4 = Excellent

Categories that are assessed include:

- Attendance – Student attends classes, practicums, and exams as required by the course coordinator.
- Punctuality – Student shows up on time.
- Reliability – Student completes assignments/duties in a timely and effective fashion, requiring minimal reminding and supervision. When necessary, student arranges ahead of time for substitute to handle duties, and communicates changes to the course coordinator and to other appropriate parties.
- Preparation – Student is prepared to assist the course coordinator and the class as expected (e.g., student knows what is expected, knows the course material as expected, is familiar with processes and responsibilities assigned by the instructor).
- Initiative – Student proactively seeks guidance/clarification when needed. Contributes ideas and suggestions for improving the course. Demonstrates willingness to do more than the minimum required.
- Effective communication – Student communicates effectively in both oral and written form with course coordinator, with other TAs, and with students. Student communicates issues such as changes in schedule, or questions and/or concerns about specific assignments, to the course coordinator and to other appropriate parties in a manner that is timely and clear. Student is available to meet with course coordinator as needed. Student responds to communications from course coordinator, other TAs, and students in a timely and helpful way.

In addition to collecting the evaluation forms, at the completion of the Spring term, the Chair of the Academic Affairs committee will solicit nominations for the TA award from all course coordinators who were assigned a TA during the Fall the Spring terms.

Selection of the awardee:

A winner will be selected by the Academic Affairs committee, based on the nominations from faculty and the committee's analysis of the TA evaluation forms. A report summarizing the selection of the awardee will be provided to the Chair of the Graduate Program Council. The award will be presented at the annual PhD Program Awards Dinner.