MECHANICAL ENGINEERING TEACHING ASSISTANT EXIT MEETING FORM

TA's Signature:



| COURSE | COURSI | F TITI F | | | | | | | |
|--------------------------------------|-----------------------|-------------------|--------------------------|--------------------|------------------------------------|--|--|--|--|
| CODE | COURSE TITLE | | | | | | | | |
| YEAR / TERM | INSTRUCTOR | | | | | | | | |
| NUMBER OF TA HOURS | TEACHING ASSISTANT | | | | | | | | |
| TATIOGNO | AGG | J AIT | | | | | | | |
| | | | - | | | | | | |
| | Excellent | Good | Satisfactory | Poor | Not Applicable or Observable | | | | |
| Overall: | | | | | | | | | |
| Diligence and Initiative | | | | | | | | | |
| Accessibility | | | | | | | | | |
| Knowledge of subject | | | | | | | | | |
| Tutorials and Labs: | | 1 | | | 1 | | | | |
| Punctuality | | | | | | | | | |
| Preparation and delivery | | | | | | | | | |
| Response to students | | | | | | | | | |
| Grading: | | | - I | - 1 | | | | | |
| Fairness and accuracy | | | | | | | | | |
| Punctuality in grading | | | | | | | | | |
| Response to students | | | | | | | | | |
| | | • | | | | | | | |
| Instructor's Comments (Include any s | tudont commont | o from 0011100 01 | calcustions. Attack addi | tional about if | | | | | |
| instructor's Comments (include any s | tudent comment | s from course ev | aluations. Attach addi | ilionai sneet ii i | iecessary): | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| TA's Comments (Attach additional sh | eet if necessary): | : | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Instructor's Signature: | | | Date: | | | | | | |

Date:

| Should this | student be award | ed with the Best TA of | the Term Award? | | |
|-------------|------------------------|----------------------------|-------------------------|--------------------------|-----|
| | Yes | No | | | |
| Please add | specific details why y | ou think this student shou | uld be awarded with the | Best TA of the Term Awar | rd: |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

This section is to be completed by the instructor:

This form must be completed by the Course Instructor and Teaching Assistant once the student course evaluations are received. Once completed, please return the form to mechgrad@mcmaster.ca