

# MECHANICAL ENGINEERING TEACHING ASSISTANT EXIT MEETING FORM

COURSE CODE		COURSE TITLE	
YEAR / TERM		INSTRUCTOR	
NUMBER OF TA HOURS		TEACHING ASSISTANT	

	Excellent	Good	Satisfactory	Poor	Not Applicable or Observable
<b>Overall:</b>					
Diligence and Initiative					
Accessibility					
Knowledge of subject					
<b>Tutorials and Labs:</b>					
Punctuality					
Preparation and delivery					
Response to students					
<b>Grading:</b>					
Fairness and accuracy					
Punctuality in grading					
Response to students					

Instructor's Comments (Include any student comments from course evaluations. Attach additional sheet if necessary):
TA's Comments (Attach additional sheet if necessary):

Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

TA's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This section is to be completed by the instructor:**

Should this student be awarded with the Best TA of the Term Award?

Yes

No

Please add specific details why you think this student should be awarded with the Best TA of the Term Award:

Once completed, please return the form to [mechgrad@mcmaster.ca](mailto:mechgrad@mcmaster.ca)