

MECHANICAL ENGINEERING
TEACHING ASSISTANT EXIT MEETING FORM

COURSE CODE	
YEAR / TERM	
NUMBER OF TA HOURS	

COURSE TITLE	
INSTRUCTOR	
TEACHING ASSISTANT	

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

Instructor's Comments (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