MECHANICAL ENGINEERING, MCMASTER UNIVERSITY
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 (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 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 Ms. Nicole McLean