



Graduate Studies

*Department of Biological Science
Florida State University*

Bio Online TA Evaluation Guide

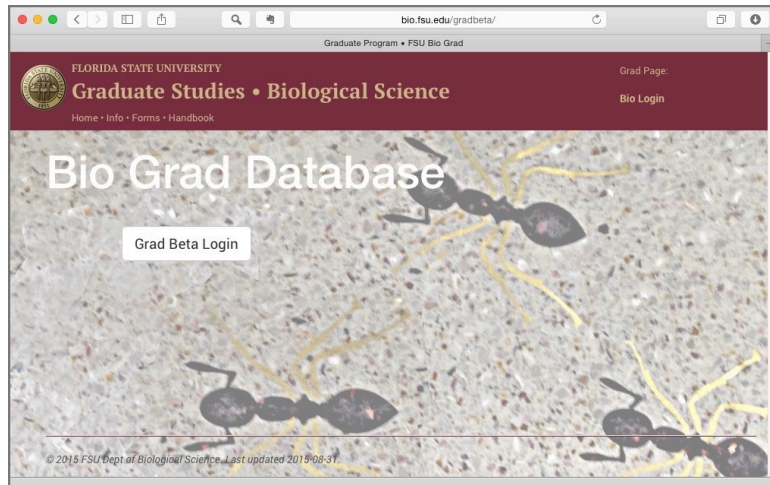
The TA Evaluation form is to be completed by the Course Supervisor (i.e the course instructor or lab coordinator) shortly after the teaching term. It will then be reviewed by the Graduate Student themselves, with the opportunity to provide feedback, and finally filed with the Associative Chair for Graduate Studies (and ultimately with the Graduate School).

The goal of the TA Evaluation form, in addition to fulfilling our university obligations, is to highlight specific accomplishments or contributions made by the TA to the program. (Content details can be used when writing letters of recommendation.) It will also help the Graduate Coordinator and TA identify any skills sets which may need improvement.

Feedback and suggestions are welcome!

Login

You log in to the Gradbeta database by going to <http://bio.fsu.edu/gradbeta>, and clicking on the "Login" button.



Then log in with your fsuid and password (the same login as for Blackboard). The FSU "central authentication service" verifies your login identity independent of Gradbeta or the bio servers.



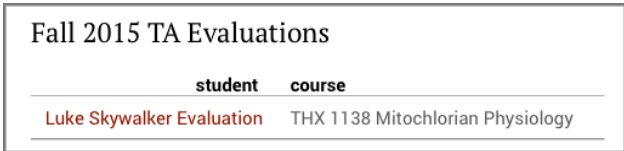
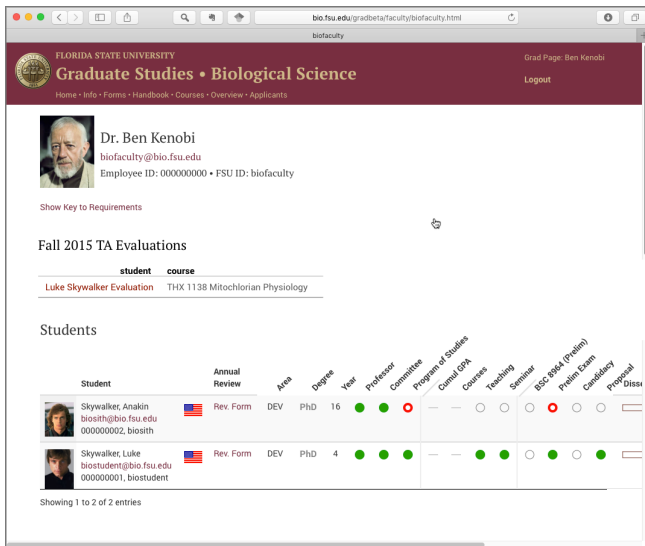
If you see a page stating that you are not authorized to view the page, or pictures of Cassowaries, then contact me (haupt@bio.fsu.edu). I probably entered your fsuid incorrectly into the user list.

Accessing the Evaluation Form

Once you are logged in, you will see your database page. For Faculty, this page lists your current students, and any graduate committees on which you serve (just Biology committees, of course). For Students, this page shows your profile and progress towards the degree.

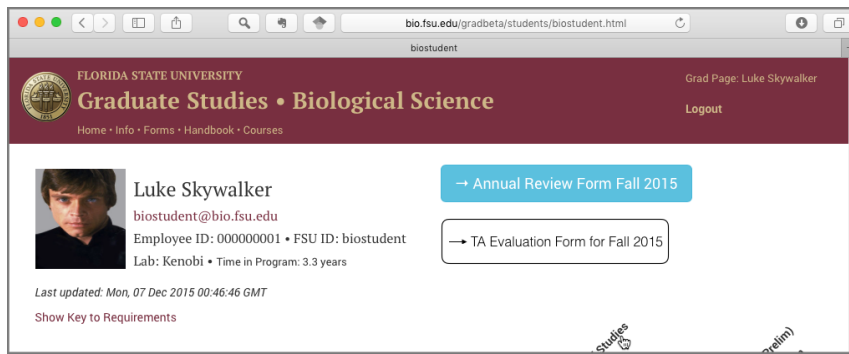
Via Faculty Page

If you taught a class with a graduate TA, then on your faculty page you should see a table of your TAs. For each student, you can access the TA Evaluation form directly by clicking on the “Evaluation” link.



Via Student page

On the course instructor has signed off on your evaluation, then the “TA Evaluation Form” button will appear at the top of your profile page.



TA Evaluation Form

The TA Evaluation form for each student appears as its own web page. The Evaluation Form needs to be completed by: the course supervisor, the student themselves, and by the associate chair for graduate studies. Only these reviewers have access to a particular students evaluation form. The course supervisor and student completes different sections of the annual review, and types their name ("signs") in the form to approve the overall review.

The screenshot shows a web browser window with the URL `bio.fsu.edu/gradbeta/taevals/?biostudent`. The page title is "TA Evaluation Form • FSU Bio Grad". The header features the Florida State University logo and the text "FLORIDA STATE UNIVERSITY Graduate Studies • Biological Science". A navigation menu includes "Home • Info • Forms • Handbook • Courses • Overview • Applicants". The user is logged in as "Ben Kenobi" with a "Logout" link.

TA Evaluation • Fall 2015

Luke Skywalker

Course: THX 1158 Mitochlorian Physiology • **Instructor/Supervisor:** Kenobi, Ben

This document serves as a performance evaluation of the graduate student with regard to their teaching ability for the course they were assigned. The purpose of this exercise is to highlight specific accomplishments or contributions made by the TA to the program. (Content details can be used when writing letters of recommendation.) It will also help the Graduate Coordinator and TA identify any skills sets which may need improvement.

In accordance with the FSU Graduate and Professional Student Handbook, and with the Biological Science Graduate Handbook, and with Article 3 of the 2014-2015 Collective Bargaining Agreement for Graduate Students, every employee must be evaluated in writing once during each appointment period, and will make available copies of the evaluation to the student and the graduate office. A copy of the evaluation will be retained in the permanent file of the graduate student by the graduate office.

Steps for Faculty Supervisor:

1. Rate the TA from 1 to 5 (with higher being better) for each of the categories below.
2. Give a brief written commentary on TA duties and performance.
3. Enter your name and date to confirm the evaluation, and submit the form.

After you submit your evaluation, the Graduate Student TA will be able to comment on the evaluation, and they can request a meeting to discuss their performance.

Steps for Graduate TA:

1. Review your evaluation.
2. Provide an optional comment, and indicate if you would like to meet with your faculty supervisor or the associate chair to discuss your evaluation.
3. Enter your name and date to confirm the evaluation, and submit the form to the Office of Graduate Studies.

Failure to submit this form may cause delays in future appointment and stipend disbursement!

- SECTION 1: Supervisor (**submit by January 31**)
- SECTION 3: Graduate Student (**submit by February 15**)
- SECTION 3: Associate Chair for Graduate Studies

Course Supervisor's Section

The first section of the Evaluation form is completed by the course supervisor. As in previous years, the student should be rated on 4 categories, to provide a semi-quantitative basis for evaluating the student.

TA Evaluation: Skywalker, Luke, THX 1138

1. SUPERVISOR RATING

Rate the TA from 1 to 5 (with higher being better) for each of the categories below.

5 - Outstanding	Knowledge of Job (show example criteria)
4 - Good	Organizational Skills (show example criteria)
4 - Good	Communication (show example criteria)
2 - Poor	Professionalism (show example criteria)

Duties

Please explain what the TA's duties were in your class and comment on their strengths and weaknesses.

Luke was assigned to run lab section on practical applications of mitochondrial function, grade problems sets, and grade essay exams.

Performance

If you had an announced or unannounced visit to the classroom, comment on the TA's performance during such time.

When he was not running off on wild adventures to fight the Empire, Luke did a very good job.

Supervisor Signature

By typing your name and date, you affirm that you have read and approved this evaluation.
(Your FSU identity was verified at login.)

Kenobi, Ben, Supervisor:
Old Ben 12/15/2015

After entering data or signing the review, please click on "Save & Submit" button to save to the Bio Grad Database

[Save & Submit](#) Submit Evaluation by January 31

After completing this section, the Major Professor should sign and submit the form by clicking the "Save & Submit" button below their section.

Note that you have to click "Save & Submit" to save the information, or it may be lost when you close the page.

Upon signing, a confirmation email will be sent to the course supervisor, and also to the student notifying them that they can now complete the student section of the evaluation form.

Student's Section

The student is notified by email when their supervisor has completed the TA Evaluation. Each student is expected to provide a response to their TA Evaluation, and to acknowledge receipt of the review by typing their name and clicking the “Save & Submit” button.

TA Evaluation: Skywalker, Luke, THX 1138

2. GRADUATE STUDENT RESPONSE

To be filled out by graduate student.

Optional: If you would like, provide a concise comment about your evaluation:

I enjoy teaching the young padawans, but Professor Kenobi makes unreasonable demands on my time, especially with all his talk of "patience" and "trust in the force".

I would like to meet with my Faculty Supervisor or the Associate Chair for Graduate Studies to discuss plans for improvement, or other concerns..

No Yes

Skywalker, Luke, Graduate Student:
 Date:

*By typing your name and date, you affirm that you have read and approved this evaluation.
(Your FSU identity was verified at login.)*

After entering data or signing the review, please click on "Save & Submit" button to save to the Bio Grad Database

Submit Evaluation by February 15

Note that you have to click “Save & Submit” to save the information, or it may be lost when you close the page.

Grad Office Section

Once the TA Evaluation form is completed, it is reviewed by the associate chair for graduate studies. A pdf version is generated, and placed in the Biology Graduate Office files.

Please feel free to contact or come talk with either Ben Miller or Tom Houpt about any issues or concerns!