EARLY STUDENT EVALUATIONS

The Math Department requires all of its TAs to be evaluated by their students at the end of the quarter, using the University’s evaluation forms. Before that point, however, we’d like you to have more current student feedback so you can gauge better what’s going on in your classes and adjust (if needed) to make sure students needs are being met.

The enclosed evaluations have a three-fold purpose:

They provide you with a ‘progress report’ of how your students react to you as a teacher,
They provide suggestions for improvement, and
They indicate to students that you are interested in teaching and interested in improving their learning environment.

The evaluations should take students no more than five minutes to complete. Simply follow the guidelines below:

• Please distribute these in one of the next two class periods, whichever date is more convenient for you.

• Have students complete the evaluations in class, not as a take-home exercise. (It may be easier to do this at the end of the class period, but use your discretion as to what’s best for you.)

• The grading system is the same one with which OSU students should be familiar: A, B, C, D, E. These five ratings should suffice, but if a student asks about + or – scores (e.g. B+) you can tell them it’s okay to use them.

• Encourage comments! They can be very valuable. If students are worried about their handwritten comments remaining anonymous, reassure them that you will not see the original sheets. A summary of the results will be provided to you by the department.

• When you distribute the forms, ask one student to collect them. They should place the completed forms in the given envelope, seal it, and return it to you. You may want to wait in the hallway during the evaluation process.

• Return the sealed envelopes (and any unused forms) to one of the following locations:
  The front desk in the Math Tower (tell them they’re for Cindy)
  Cindy or John Lewis’s office—MW 300 or 302 (slide under either door if we’re not in)
  Cindy’s mailbox in the TA mailroom (under ‘Bernlohr’)

• Within a week you should get a summary with your ‘grades’ for items 1-10 and a printout of the written comments.

If you have any questions about this process or the summary, please see/call/e-mail John or Cindy:

  Cindy Bernlohr—MW 302/292-0911/bernlohr.1@osu.edu
  John Lewis—MW 300/292-0462/jlewis@math.ohio-state.edu