

## **Department of Anthropology | Stanford University**

### **ANTHRO PhD Student Teaching Assistantship Reference and Resources**

#### Introduction to the Department's Requirement for Teaching Assistantship Training

Teaching is an important professional skill for which the doctoral program provides required training, beginning with the Teaching Assistantship Workshop and continuing with the Teaching Assistantship assignment(s) in the second year and fifth years of the Ph.D. degree program.

All second-year and fifth-year Ph.D. students are required to attend the two-day Teaching Assistantship Workshop held at the beginning of each academic year (usually held over two days during the week before autumn quarter). All Anthropology Ph.D. students are REQUIRED to act as Teaching Assistants (TA) in at least two quarters during the Ph.D. degree program, including one quarter in the second year of study and then again in at least one quarter in the fifth year of study. Students who are calling upon university/department FINANCIAL SUPPORT in the second year may receive a TA assignment during one quarter in the second year; and, must serve as a TA in one course during a given quarter to be eligible for financial support in the second year of the PhD degree program. Students who are calling upon university/department FINANCIAL SUPPORT in the fifth year may receive at least one TA assignment during at given quarter in the fifth year; and, must serve as a TA in assigned course(s) during a given quarter to be eligible for financial support in the fifth year of the PhD degree program.

#### Teaching Assistantship Assignment

Teaching assignments are made by the Teaching Assistantship Committee and assignments are confirmed based on course offerings and class sizes. Ph.D. students may contact the Teaching Assistantship Committee chair or the Student Services Officer with their preferences for TA assignment before the beginning of autumn quarter. Ph.D. students will receive confirmation of the quarter in which the TA assignment has been made on or by September 15th; whereas, actual course assignments will be confirmed by the first Friday of a given quarter. The exception is to announce the autumn quarter TA course assignments on or by September 1<sup>st</sup> in preparation for the following academic year and the autumn quarter.

#### Teaching Assistant and Course Preparation

Once a TA course assignment has been confirmed, the assigned TA should contact the faculty instructor for the course to arrange for the following:

Electronic References – TA's may receive access to 'Canvas' <http://gocanvas.stanford.edu/>. Canvas courses have been automatically created for Winter 2016 classes. Beginning Winter quarter 2017 (January 2017), all courses will be created in Canvas. TA's may receive access to Canvas at the faculty instructor's discretion, with 'administrative' privilege including managing announcements, uploading course materials, and administering course syllabus\* and assignments. TA's may receive access to 'AXESS', at the faculty instructor's discretion, with 'proxy' privilege including access to information on class rosters, student information and grading. TA's may also be requested to arrange for publication of the course syllabus to [syllabus.stanford.edu](http://syllabus.stanford.edu).

\* According to the Higher Education Opportunity Act, academic institutions are required to publish textbook information in the course description and syllabus prior to the (undergraduate) student's enrollment in the course.

#### Evaluation

Section Evaluation - Class meeting times and days, as well as section meeting times and days, should be confirmed by the TA with the faculty instructor. If the faculty instructor assigns course sections, the TA should arrange for the section schedule (i.e. meeting times and days) with the Academic Coordinator based on the standard class meeting time if possible <https://registrar.stanford.edu/staff/class-scheduling/meeting-patterns-departmental-administrators/new-class-meeting-patterns>. If sections are assigned, the faculty instructor may ask the TA to be responsible for a given section (up to 3 sections per TA may be given with a 50% Teaching Assistantship assignment). When formal sections are assigned by the Academic Coordinator in AXESS, a TA may be listed as the section leader and undergraduate students may enroll in specific sections for the course. Undergraduate students may enroll in a course sections or sections at the time of actual

course enrollment. In this circumstance, the Undergraduate student may need to unenroll from the "01" Course designation and reenroll in the "01" course along with the section designation (i.e. "02," "03"...). The University's course evaluation system <https://vptl.stanford.edu/teaching-learning/teaching-practices/evaluation-feedback/stanfords-new-course-evaluations/new-course> will automatically generate an end of year course evaluation for all undergraduate students, enrolled in a given section, to evaluate the TA section leader performance, (note: sections will automatically generate for the course and sections when there are three or more undergraduate student enrollees).

Alternate Evaluation - A faculty instructor may choose to arrange for students to enroll in the primary course (i.e. section 01), only. In this circumstance, the University's course evaluation system will automatically generate an end of year course evaluation, for all undergraduate students enrolled in the section, to evaluate the faculty instructor's performance, only. As an alternative form of TA evaluation, the faculty instructor and TA(s) may consider using an (internal) department evaluation form

[https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO\\_TAEVAL\\_1A.pdf](https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO_TAEVAL_1A.pdf)

[https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO\\_TAEVAL\\_1B.pdf](https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO_TAEVAL_1B.pdf)

[https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO\\_TAEVAL\\_1C.pdf](https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO_TAEVAL_1C.pdf)

to be distributed to the undergraduate students enrolled in the course for evaluation of the TA's performance. This form of evaluation is more specifically targeted to TA performance that is not section-related. At the faculty instructor's discretion, a form of evaluation may be made by the faculty instructor in the form of a reference or recommendation letter detailed the faculty instructor's evaluation of the TA's performance. This letter can be held in the graduate student's file for their teaching portfolio.

Mid-quarter Evaluation - TAs are encouraged to arrange for mid-quarter evaluation (usually by the 5th week of the quarter). In most cases, the mid-quarter evaluation may be conducted in consultation with the Vice Provost for Teaching and Learning, Center for Teaching and Learning (CTL). The format of the evaluation will depend on the structure of the course as well as on the preference of the TA and faculty instructor. Generally, there are two options for evaluation of the TA's performance consisting of either small group discussions and/or on-line evaluations.

In the small group discussions, a CTL liaison will attend a section and, during the last 20 minutes, divide the class into small groups and conduct a discussion covering 3 basic questions: what is working in the section; what needs improvement; and how can improvement be achieved. CTL will provide the TA with oral and written feedback.

Alternately, in courses in which TAs do not run sections, the students may choose an on-line evaluation administered by CTL. The CTL's evaluation is confidential. Please contact the Student Services Officer, the department's Teaching Assistantship Committee, or the CTL liaison for further information on the mid-term evaluations.

### Exams

Exam Scheduling - TAs should confirm the day and time of the final exam with the faculty instructor. In addition, the TA should arrange the final exam schedule with the Academic Coordinator in order to arrange alternate rooms or other for students with accommodation on record with the Office of Accessible Education at Stanford University.

### Salary

Department Funding – A teaching assistantship is a form of student employment, earning compensation (50% salary and 50% tuition allowance = 100% compensation) for the performance of research or teaching services to the University as part of their academic and professional training and development.

Duties - Teaching Assistantship duties are an integral part of the education and training process for many graduate students. The TA works with a faculty instructor who has primary responsibility for the course. Duties vary and may include: (1) preparing for class sections [up to three sections may be assigned] and/or laboratories where new materials may be presented; (2) marking and/or grading some portion or all of the exams or papers [but not independently assigning the final grade]; and (3) holding office hours. A TA can expect to be assigned to a class with enrollment of 40 or more undergraduate students. Usually, one TA is assigned for every 40 students enrolled in a course. Each

TA may be assigned responsibilities for up to three sections in a given class. Each section may be comprised of approximately twenty (12-20) enrolled students.

Note: Faculty may have an expectation of the TA to be capable with technology in the classroom (ie media presentation via laptop and projections, course management via Canvas, uploading files, scanning, using dropboxes, making pdf files, using email distribution...) it is the TA responsibility to locate supporting resources at Stanford University for the purpose of accomplishing the use of technology in the Classroom. The Department staff, Ms. Emily Bishop <https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=node/41> and Ms. Kaila Jimenez are the first point of contact for the above.

Enrollment - Students on TA'ships are limited to ten units registration per quarter, only; the Student Services Officer can explain procedures for meeting the department's per-quarter unit completion requirement. Students may NOT enroll in the course in which they serve as a TA, or in ANTHRO 398: Teaching Assistantship, if the student is the recipient of a teaching assistantship salary.

Appointments - Most Teaching Assistantships are 50% salary appointments requiring 20 hours of work per week. Some students receive several assistantships which may total to a 50% appointment. Appointments involving work directly relevant to the student's degree (i.e. a teaching assistantship) provides tuition allowance (TAL). The percentage of time of an appointment determines the amount of tuition provided. The maximum tuition allowance for a 50% appointment is equal to the cost of 10 units per quarter. The tuition allowance is usable only for tuition charges for the student holding the appointment. Students, except those registered with Terminal Graduate Registration (TGR), must register for all tuition credits to which their appointment entitles them in the quarter of their appointment. All tuition adjustments for students on assistantships must be arranged with the student's home department. Enrollment in more than 10 units while holding a 50% appointment requires prior approval from the student's adviser and/or school dean.

Pay Checks - Unlike fellowship stipends, which are paid in a single check at the beginning of each quarter, Teaching and Research Assistantships are paid from the University Payroll and follow the regular payroll schedule of semimonthly checks received one week following the end of each of 2 pay periods. Academic year appointments are from September 15 - December 15 for autumn quarter; December 16 - March 15 for winter quarter; and March 16 - June 15 for spring quarter. The pay periods are the 1st-15th and 16th-30<sup>th</sup>(31<sup>st</sup>), so that six checks are received each quarter. Thus, in autumn quarter, for example, the first check arrives on the 7th of October, and the last one on the 22nd of December.

- If start date for pay period is the 1st of the month, then the pay period is 1st-15th of the month and the paycheck is delivered on the 22nd day of the month.
- If start date for pay period is the 31st of the month, then the pay period is the 16th-30th/31st of the month and the paycheck is delivered on the 7th day of the following month.

Taxation - Assistantship salaries are subject to tax withholding. The amount of tax varies according to the student's total income, dependency status, treaty status for international students, and individual circumstances.

Automatic Payroll Deduction - When receiving salary from the Payroll Office, students may choose to set-up Direct Deposit to a personal checking or savings account through AXESS. Graduate students may also choose to have any University fees or expenses taken from each pay period paycheck pre deposit and over each of the 6 paycheck deposits (ie to cover the expense of student housing). Automatic Payroll Deduction can be arranged by the graduate student through AXESS.

Foreign Nationals - Regarding University and regulatory work limitations, a maximum assistantship appointment is made up of 50% (20 hours) salary appointment with 10 units Tuition allowance (TAL) enrollment (50%). In addition to a full assistantship appointment, US national students may work an additional 8 hours per week in a given quarter. Foreign national students may work 20 hours per week, only. If a foreign national student is appointed as a teaching assistant in a given quarter, they may not work additional hours during that quarter. Foreign nationals may work up to 40 hours per week during the university breaks. Breaks are the time periods between academic quarters (i.e. the period between the last day of finals and the first day of the next academic quarter).

### Employment Eligibility

TA OK <https://web.stanford.edu/group/efs/tascreen.html> - Prior to being appointed to any teaching assistantship, students whose native language is not English must be tested for oral English proficiency by the English for Foreign Students (EFS) staff. International graduate

students who wish to be appointed teaching assistants are screened for readiness to use English in a teaching role. To make an appointment, a student should send an e-mail to [amkopp@stanford.edu](mailto:amkopp@stanford.edu). Those who need additional English preparation are required to complete Linguistics 692: Speaking and Teaching in English, a course developed in collaboration with Stanford's Center for Teaching and Learning, or other English courses. Those students who have completed more than five years' study in the United States and/or have extensive professional experience in English may telephone the director at 5-1554 rather than sending e-mail. For more information, visit Stanford University's [English for Foreign Students Testing and Enrollment](#) webpage.

Required Compliance - All graduate Ph.D. students, regardless of their nationality, must have filed a current *University I-9 Employment Eligibility form* <http://www.uscis.gov/files/form/i-9.pdf> with the home department. If offered an Assistantship appointment, a student will be required to provide documentation of their authorization to work in the United States in order to accept the position. (This documentation is required of all individuals hired to work at Stanford regardless of citizenship.) At the student's option, one may provide these documents to the home department at the time of arrival at Stanford. The necessary documents include the INS I-9 Form. This form also explains what additional personal identification and work authorization documents will be needed in order to verify your eligibility to work.

Required Training For Instructors

[http://harass.stanford.edu/non-supe\\_training.html](http://harass.stanford.edu/non-supe_training.html)

I 9, Employment Eligibility Verification <http://www.uscis.gov/files/form/i-9.pdf>

<https://adminguide.stanford.edu/chapter-10/subchapter-1/policy-10-1-1> and [http://financialaid.stanford.edu/aid/emply/wage\\_scale.html](http://financialaid.stanford.edu/aid/emply/wage_scale.html)

FERPA <http://studentaffairs.stanford.edu/registrar/everyone/parents/ferpa>

Information Security Awareness Video <http://www.stanford.edu/group/security/securecomputing/>

Fundamental Standard <http://www.stanford.edu/dept/registrar/bulletin1112/79157.htm>

Attendance or video viewing Required

<https://teachingcommons.stanford.edu/teaching-talk/new-faces-join-stanford%E2%80%99s-teaching-community-ctl%E2%80%99s-annual-ta-orientation>

Video Training Required

<https://teachingcommons.stanford.edu/grad-support/ta-orientation> (TA Orientation 2012 video via Stanford iTunes)

<http://studentaffairs.stanford.edu/oe/TA-Video> (A video resource for Teaching (Course) Assistants)

Interning

Internship - An internship, approved by the department, may be substituted for one TA quarter (see below).

## **POLICY**

### Vice Provost for Graduate Education

Graduate Academic Policies and Procedures

<http://gap.stanford.edu/7-3.html>

### Dean of Research

Graduate Financial Support Policy Manual

<http://www.stanford.edu/dept/DoR/gfs/Sec1.html>

### Bechtel International Center

International Students

[http://icenter.stanford.edu/students/current/fellowship\\_asstship\\_warning.html](http://icenter.stanford.edu/students/current/fellowship_asstship_warning.html)

<http://www.stanford.edu/group/efs/tatrain.html>

[http://icenter.stanford.edu/students/current/employment\\_onsite.html](http://icenter.stanford.edu/students/current/employment_onsite.html)

### Judicial Affairs

<http://www.stanford.edu/dept/vpsa/judicialaffairs/about/welcome.htm>

The Fundamental Standard

<http://www.stanford.edu/dept/vpsa/judicialaffairs/guiding/fundamental.htm>

Honor Code, Code of Conduct

<http://www.stanford.edu/dept/vpsa/judicialaffairs/guiding/honorcode.htm>

<http://institutionalcompliance.stanford.edu/conduct/>

<http://www.stanford.edu/dept/ocr/intolerance.html>

### Office for Accessible Education

<http://www.stanford.edu/group/OAE/>

<http://studentaffairs.stanford.edu/registrar/faculty/access-policies>

<http://studentaffairs.stanford.edu/oea/TA-Video>

### FERPA

<http://gap.stanford.edu/8-2.html>

### Registrar

Accessibility Policy

<http://registrar.stanford.edu/faculty/policy/index.htm>

Sexual Harassment

<http://www.stanford.edu/dept/registrar/bulletin/4776.htm>

Grading

<http://registrar.stanford.edu/faculty/grading/index.htm?id=1>

<http://studentaffairs.stanford.edu/registrar/students/grades-definition?id=2>

<http://registrar.stanford.edu/students/courses/evals.htm?id=2>

Course Scheduling

[http://registrar.stanford.edu/faculty/scheduling/class\\_time\\_std.htm?id=1](http://registrar.stanford.edu/faculty/scheduling/class_time_std.htm?id=1)

[http://registrar.stanford.edu/faculty/scheduling/allowable\\_times\\_list.htm?id=1](http://registrar.stanford.edu/faculty/scheduling/allowable_times_list.htm?id=1)

Final Study List Deadline

<http://studentaffairs.stanford.edu/registrar/academic-calendar-new>

Final Examination and End of Term

<http://registrar.stanford.edu/students/courses/exams.htm?id=2>

[http://registrar.stanford.edu/pdf/end\\_qtr\\_and\\_exam\\_info.pdf](http://registrar.stanford.edu/pdf/end_qtr_and_exam_info.pdf)

<http://studentaffairs.stanford.edu/registrar/faculty/end-of-term>

Undergraduate Academic Life

<http://ual.stanford.edu/FS/AcademicPoliciesandRegs.html>

## RESOURCES

### COURSEWORK, AXESS, AND STANFORD SYLLABUS

<http://www.stanford.edu/group/coursework/docsUser/adminHelp/ch12.html> or

<http://www.stanford.edu/group/coursework/docsUser/adminHelp/index.html>

[https://syllabus.stanford.edu/mercury/stanford.syllabus.standalone/mercury/list\\_view](https://syllabus.stanford.edu/mercury/stanford.syllabus.standalone/mercury/list_view)

<http://www.stanford.edu/group/syllabus/faqs/>

<http://studentaffairs.stanford.edu/registrar/faculty/heoa>

[http://www.aacrao.org/transcript/index.cfm?fuseaction=show\\_view&doc\\_id=4134](http://www.aacrao.org/transcript/index.cfm?fuseaction=show_view&doc_id=4134)

[http://library.stanford.edu/libraries\\_collections/copyright\\_reminders/](http://library.stanford.edu/libraries_collections/copyright_reminders/)

<http://gocanvas.stanford.edu/>

## EVALUATIONS

<http://ctl.stanford.edu/interpret.pdf>

[http://www.stanford.edu/dept/registrar/faculty/course\\_evaluations/index.htm](http://www.stanford.edu/dept/registrar/faculty/course_evaluations/index.htm)

[http://studentaffairs.stanford.edu/registrar/faculty/course\\_evaluations/OCE-Axess.htm](http://studentaffairs.stanford.edu/registrar/faculty/course_evaluations/OCE-Axess.htm)

<http://midterm.stanford.edu/evaluation/>

[https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO\\_TAEVAL\\_1A.pdf](https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO_TAEVAL_1A.pdf)

[https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO\\_TAEVAL\\_1B.pdf](https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO_TAEVAL_1B.pdf)

[https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO\\_TAEVAL\\_1C.pdf](https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ANTHRO_TAEVAL_1C.pdf)

## TEACHING ASSISTANT RESOURCES

Office of Accessible Education (OAE) <http://www.stanford.edu/group/DRC/>

Undergraduate Academic Life (UAL) <http://ual.stanford.edu/>

Counseling and Psychological Services (CAPS) <http://vaden.stanford.edu/caps/index.html>

Office of Ombuds <http://www.stanford.edu/dept/ombuds/>

Residential Education and Academic Directors

<http://www.stanford.edu/dept/resed/Staff/>

<http://parents.stanford.edu/newsletter/09winter/advising.html>

Center for Teaching and Learning (CTL) <http://ctl.stanford.edu/TA/>

<http://ctl.stanford.edu/handouts/>

[http://ctl.stanford.edu/Faculty/course\\_design.html](http://ctl.stanford.edu/Faculty/course_design.html)

<http://ctl.stanford.edu/Oralcomm/tutoring.html>

<http://ctl.stanford.edu/Newsletter/>

<http://vpue-fmpform1.stanford.edu/ctl/search-book.html>

Introduction to Humanities (IHUM)

<https://www.stanford.edu/dept/undergrad/ihum/resources/protected/policies.html>

Program in Writing and Rhetoric (PWR)

<http://www.stanford.edu/dept/undergrad/pwr/pwr/instructors/>

Copyrights

<http://fairuse.stanford.edu/>

<http://stanford.edu/dept/legal/faqs/ip.html>

[http://library.stanford.edu/libraries\\_collections/copyright\\_reminders/](http://library.stanford.edu/libraries_collections/copyright_reminders/)

<http://www.stanford.edu/dept/vpsa/judicialaffairs/guiding/other.copyfile.htm>

<http://www.knowyourcopyrights.org/resourcesfac/faq/>

Teaching Commons

<https://teachingcommons.stanford.edu/resources/teaching-stanford>

<https://teachingcommons.stanford.edu/resources/teaching-stanford/important-university-policies-teaching>

<https://teachingcommons.stanford.edu/grad-support/ta-orientation> (Video)

#### **COMPLIANCE AND FINANCIAL**

<http://www.uscis.gov/files/form/i-9.pdf>

#### **OTHER RESOURCES**

<http://www-linguistics.stanford.edu/resources/ta-manual/>

<https://teachingcommons.stanford.edu/grad-support/mentors-teaching-mint-program>

<https://teachingcommons.stanford.edu/grad-support/liaisons-and-consultants-programs>

[http://www-linguistics.stanford.edu/resources/ta-manual/Handout\\_Books.pdf](http://www-linguistics.stanford.edu/resources/ta-manual/Handout_Books.pdf)

<http://philosophy.stanford.edu/departamental-information/graduate-program/ta-guide/resources/>

<http://www.stanford.edu/group/biograds/TA%20resources.html>

<http://history.georgetown.edu/resources/taresources/>

<http://sites.harvard.edu/icb/icb.do?keyword=k24101&pageid=icb.page123718>

#### **TEACHING ASSISTANTSHIP ASSIGNMENT TIMELINE**

- 1.) Receive confirmation of TA quarter assignment on or by August 1<sup>st</sup>.
- 2.) Receive confirmation of TA course assignments on or by the first Friday of a given quarter. In the case of an autumn quarter assignment, receive confirmation of the TA course assignment on or by August 1<sup>st</sup>.
- 3.) After receipt of TA quarter/TA course assignment, contact faculty instructor.
- 4.) Arrange for TA desk copy(s) with Academic Coordinator using the department purchasing card at the Stanford Bookstore; or, using the department purchasing card via Amazon.com
- 5.) Receive access/proxy assignment from faculty instructor for Canvas and/or AXESS.
- 6.) Confirm class meeting time and day, as well as section(s) meeting time and day with faculty instructor.
- 7.) Contact the department's Academic Coordinator to set-up or revise section(s), if applicable.
- 8.) Arrange for mid-term evaluation of Teaching Assistantship performance (optional).
- 9.) Arrange for final exam schedule with Academic Coordinator.
- 10.) Arrange for end of quarter teaching evaluation by undergraduate students enrolled in the course and/or by the faculty instructor for the course.

**ANTHRO TA EVALUATION Sample**

1. Please check the appropriate box. Percentage of all class meetings that you attended thus far:

<20%    20-40%    40-60%    60-80%    80-100%

2. Please rate your Teaching Assistant thus far on each of the following. Use the comment box to give reasons for your rating as needed:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A
Was well prepared for the course						
Presented material clearly						
Helped develop students' thinking skills						

Please comment on your TA's knowledge and presentation of the course material, focusing first on **STRENGTHS** and then adding suggestions for **IMPROVEMENT**:

*NOTE: -If the Teaching Assistant instructed in the style of a Writing Intensive workshop, please comment on writing instruction effectiveness for writing mechanics and writing content.*

*-If the Teaching Assistant instructed in the style of a Course section, please comment on*

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A
Provided helpful comments on assignments, papers, exams						
Gave explanations appropriate to the student level of understanding						
Answered questions clearly and concisely						
Was an effective discussion leader						

Please comment on your TA's effectiveness as a discussion leader or, his/her ability to answer questions and keep the discussion on track, or his/her grading, or his/her feedback. Focus first on STRENGTHS and then add suggestions for IMPROVEMENT:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A
Was available for consultation outside class						

Please comment on the attitude of your TA towards the students and his/her availability outside of class (i.e. office hours). Focus first on STRENGTHS and then add suggestions for IMPROVEMENT:

3. Please check the appropriate box. Overall Teaching Assistantship effectiveness:

- Poor  
  Fair  
  Good  
  Very Good  
  Excellent  
  N/A

Please comment on the overall performance of your TA. Focus first on STRENGTHS and then add suggestions for IMPROVEMENT: