

SUGGESTED SUPERVISION INSTRUMENT FOR

**LOWER DIVISION ENGLISH TEACHING ASSISTANTS
AND ASSISTANT INSTRUCTORS FUNCTIONING IN A
NON-TEACHING CAPACITY**

This document will be filed in the Lower Division English Office and will be made available to the individual evaluated, as well as to members of the TA/AI Committee and the Director, Associate Director, and classified staff of the Lower Division English Office.

**ASSISTANT INSTRUCTOR OR
TEACHING ASSISTANT EVALUATED:** _____

**ASSIGNMENT
OR COURSE:** _____ **UNIQUE NUMBER:** _____

DAY AND TIME OF COURSE: _____

SUPERVISOR: _____

DATE OF EVALUATION: _____

As a result of your contacts, conferences, and what you have observed, we would appreciate your writing a brief evaluation of the TA/AI's performance of his or her duties (including the grading of student work, if applicable) in the course you taught or a position you supervised. This evaluation will be placed on file in the Lower Division English Office. Please feel free to use the back of this form as a continuation page, if desired. Thank you.