

TA Check-In

Your responses in this form will be used to identify areas in which TAs need more support or information. We will discuss these areas in our next training workshop in February.

The CS instructors and supervisors will not see the results or your responses. Your name will only be seen by Hande Fenerci (a graduate student in the School of Education). She is responsible for separating your names from the survey results. Your name will only be used to determine who has completed the TA Check-in.

Depending on your responsibilities, some of the statements may not be applicable for you. For some of the statements you may wish to explain the circumstances further and you can do using the "Other" option. If you have questions about this form please ask your supervisor.

* Indicates required question

1. Email *

2. Supervisor (Course Instructor) *

3. Course *

Office Hours

4. The times and locations of my office hours are provided to students. *

Mark only one oval.

- Yes
- No
- Not Applicable
- Other: _____

5. Students know when and where to find me for office hours and they can identify me. *

Mark only one oval.

- Yes
- No
- Not Applicable
- Other: _____

6. I do the following to prepare for office hours. *

Check all that apply.

- I review the course instructional material.
- I do the assignments.
- I review solutions and rubrics.
- I am familiar with the course syllabus and policies.
- I monitor course communication channels, such as the course forum.
- I don't do many of the above, so I am sometimes not prepared.
- Other: _____

7. I use the following strategies to help students. *

Check all that apply.

- I direct them to find help in the course materials.
- I show them solutions to problems that are similar to their assignment.
- I know what to say to a student if others are waiting and I've given them adequate guidance to make progress.
- I ask them questions to help them find solutions.
- I provide positive encouragement.
- I have a way to get help from other TAs or instructors when I am unsure how to help.
- Other: _____

8. Regarding my my office hours. *

Check all that apply.

- I am on time for office hours.
- I stay my entire shift for office hours.
- I have cancelled office hours once or twice.
- I need to cancel office hours regularly.
- Not Applicable.
- Other: _____

Communication

9. Students have a way to contact me. *

Mark only one oval.

- Yes
- No
- Not Applicable
- Other: _____

10. When a student emails me, I know how to respond. *

Mark only one oval.

- Yes
- No
- No, but I know how to easily find out from other TAs and instructors.
- Not Applicable
- Other: _____

11. I monitor the class forum. *

Mark only one oval.

- Yes but I only observe what happens on the forum.
- Yes and I respond to student questions on the forum.
- No, I don't monitor the class forum.
- Not Applicable
- Other: _____

12. I respond to emails from my supervisor (course instructors). *

Mark only one oval.

- Yes, eventually
- Yes, within 24 hours
- No
- Not Applicable
- Other: _____

Attending Class or Lab sections

13. I arrive a few minutes early to class or lab sections. *

Mark only one oval.

- Yes
- No
- Not Applicable
- Other: _____

14. I do the following to prepare for class or lab sections. *

Check all that apply.

- I review the material in advance.
- I practice the material in advance.
- Not Applicable
- Other: _____

15. I do the following to model good student behavior in class or lab sections. *

Check all that apply.

- I am respectful to my instructor and peer TAs.
- I am respectful to the students.
- I model professional behavior and communication.
- I show interest in the course material.
- I am not disruptive and do not distract the students.
- Not applicable
- Other: _____

Interacting with Students

16. I do the following to build student success beliefs *

Check all that apply.

- Praise successes
- Provide specific feedback
- Use active listening and mirroring
- Prompt them about rubber ducking
- Use scaffolding in my assistance
- Model and promote self-regulation of emotions
- Share how others struggle but succeed
- Tell students they are capable
- Provide positive feedback along the way
- Explain how effort and strategies are needed (encourage a growth mindset)
- I haven't been able to use these techniques in practice
- I'm not sure how to use some of these techniques
- Other: _____

17. I do the following to show students I care *

Check all that apply.

- Refrain from criticizing the person
- Avoid focusing on errors or nit-picking
- Express empathy even while upholding policies
- Try not to make any assumptions
- Consciously avoid microaggressions
- Ask students how to pronounce their name
- Don't put students on the spot in front of a group
- Other: _____

Grading

18. Regarding my use of the course tools for grading. *

Check all that apply.

- I have used them before.
- My supervisor or other TAs provided guidance.
- I can ask for help if needed.
- Not applicable
- Other: _____

19. I grade assignments in a timely manner. *

Check all that apply.

- Within 3 days.
- Within 1 week.
- Within 2 weeks.
- Within 1 month.
- By the end of the semester.
- Not applicable
- Other: _____

20. I provide helpful feedback comments when I am grading. *

Check all that apply.

- Yes, I praise good work.
- Yes, I offer suggestions for improvement.
- Yes, I suggest they come to office hours for additional assistance.
- Yes, when the instructor reminds me that I have to do so.
- No
- Not Applicable
- Other: _____

21. I can handle student requests to review my grading. *

Check all that apply.

- Yes, I have references to know that I have graded correctly.
- Yes, I can communicate with other TAs and instructors to verify or adjust my grading.
- No
- Not Applicable
- Other: _____

Other Responsibilities

22. Please explain any additional responsibilities you have for your position. *

23. What topics would you like us to cover in the next TA workshop in February? *

24. Please add anything else you would like to share about being a TA. *

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