

TA / Instructor Problem Report

This form should be filled out jointly by the course instructor and TA whenever problems arise in the TAing situation. Before any issue is referred to the Associate Head - Graduate Affairs or designate, there should be meetings between the TA and the instructor to try to resolve the problems. Copies of this form will be requested as documentation of the resolution attempts so far.

Instructor: _____ TA: _____

Course: _____ Lab section: _____

Problem Area:

lab preparation and presentation

marking assignments

student contact

regular meetings

mastery of course content

language skills

duties beyond the normal time constraint

reporting of academic misconduct

completion of duties

teaching skills

presentation skills

other _____

Problem description: _____

Remedies: _____

Instructor comment: _____

TA comment: _____

Instructor Signature: _____ TA Signature: _____

Date: _____ Date: _____