

## WPI TA Training Seminar

# Opportunities to Get Feedback about Your Performance as a TA

### At the end of each course

Several departments have an online or paper process at the end of each term for gathering feedback from undergraduate students, and sometimes from professors, about TA effectiveness. This information can help you understand what you're doing well and what you can improve upon in subsequent courses. The department graduate coordinator, associate department head, or TA coordinator will probably inform you if they have a process.

***If your department DOES have a process:*** There is nothing you need to do since the department coordinates everything. If the department does not share the results with you, you may request to see the data.

***If your department DOES NOT have a process:*** You can ask your course supervisor to administer a survey about your teaching at the end of the term, either using Canvas, myWPI/Blackboard, or paper. The Morgan Teaching and Learning Center has created a survey that you can modify or use as is. The survey questions, along with instructions on how to deploy the survey in Canvas and in myWPI/Blackboard, are included on the following pages.

### Mid-way through a course

TAs are encouraged to ask for feedback from the supervising professor. Getting feedback from students is also very helpful since you still have the opportunity to make adjustments. Consider requesting feedback after the course has settled into a rhythm and the students have taken at least one major assessment. This might be anytime from the end of week 2 through the end of week 3.

No departments have automated processes for collecting feedback about TAs from students during the term. If you would like to get feedback, check with your course supervisor, since she or he might also be planning a mid-term feedback survey about the course in general.

The Morgan Teaching and Learning Center has created a mid-term feedback survey that's almost identical to the end-of-term survey described above. You can modify it or use as is. Instructions on how to deploy the survey in Canvas and in myWPI/Blackboard are included on the following pages.

### **Tips for Getting a Good Response Rate and Useful Feedback**

1. Communicate multiple times with students, both in class and electronically, about how much you value their feedback and how you will use it. If possible, give an example of changes you've made in the past based on student feedback.
2. Emphasize the value of written comments. Give students a real or simulated example of a useful comment and a not-so-useful comment.

*The following survey was created by a committee of faculty, TAs, and undergraduates in 2014. Not all departments use these exact questions, but they are often quite similar.*

*The mid-term version is exactly the same, except verbs are present tense instead of past tense.*

## **Student Evaluation of Teaching Assistant**

*The instructor of your course has been assisted by a Teaching Assistant. In order to assess their contributions and help them improve we would appreciate your feedback on the TA's performance. Your response will remain anonymous, and the data will not be seen by the TA or the instructor until after you have received a grade for the course.*

For each statement, please select the response that indicates your feeling of agreement or disagreement, using the range from Strongly Disagree (1) to Strongly Agree (5). Select Not Applicable (N/A) if the statement does not apply to your course or TA or if you are not able to provide an assessment.

1. The TA was well-prepared and organized.
  2. The TA was knowledgeable about the subject matter.
  3. The TA conveyed enthusiasm for the subject matter.
  4. The TA provided clear and understandable explanations.
  5. The TA was available and responsive when I needed help.
  6. The TA graded coursework fairly.
  7. The TA's comments on written material were helpful.
  8. The TA treated students with respect.
  9. I would recommend this TA to a friend.
10. Please describe one or two *specific* things that the TA did that helped you learn in this course.
11. TAs value your constructive feedback about things they can change. Please describe one or two *specific* things that the TA could do to improve student learning in this course in the future. It's also extremely helpful to explain any negative ratings from above.

## Instructions for importing TA surveys from the Commons resource in Canvas

**IMPORTANT:** Be sure to communicate and coordinate with your supervising instructor before deploying surveys.

For more detailed instructions and screenshots, view the Canvas Guide entitled “How do I import and view a Common resource in Canvas?”: <https://community.canvaslms.com/docs/DOC-2005>

- Click the **Commons** link in the Global Navigation menu on the left side of any Canvas page.
- Type “WPI” in the Search field, and select “Quizzes” in the Type option.
- Click on the title of the appropriate survey: either *Mid-Term Student Feedback for Teaching Assistant* or *End-of-Term Student Evaluation of Teaching Assistant*.
- On the right side of the next page, in the Import into Canvas box, check off your course name and then click the green button **Import into Course**.
- Use the Global Navigation menu to navigate to your course, then select Quizzes. The imported survey should appear in that listing. From there you can Edit the survey and publish it (i.e., make it available to students at a certain date and time).

## Instructions for importing TA surveys from the Content Collection in Blackboard

**IMPORTANT:** Be sure to communicate and coordinate with your supervising instructor before deploying surveys.

More detailed instructions and screenshots can be found at:

<https://www.wpi.edu/Academics/ATC/Collaboratory/HowTo/MyWPI/Bb9/survey.html>

- In the Course Management menu under Course Tools, select **Tests, Surveys, and Pools**, then **Surveys**, then **Import Survey**.
- In the Import Survey dialog, select **Browse Content Collection**.
- On the Browse Content Collection page, look for the Browse folder in the upper left corner. Hover over the downward arrow and select **Institution Content**. In the resulting list, click on **Morgan Teaching and Learning Center**.
- Activate the radio button for the TA feedback/evaluation survey you want to import, and then click Submit. Note that “SGA’s Mid-Term Course Feedback Questionnaire” should be deployed only by lead instructors.
- Follow remaining instructions, edit the survey as needed, and activate for students.

**Questions?** Contact the Academic Technology Center at [atc-ttl@wpi.edu](mailto:atc-ttl@wpi.edu) or Prof. Chrys Demetry, Director of the Morgan Teaching and Learning Center, at [cdemetry@wpi.edu](mailto:cdemetry@wpi.edu).