PERFORMANCE EVALUATION OF LANGUAGE ASSISTANT

5 = consistently exceeds expectations  
4 = always meets and often exceeds expectations  
3 = consistently meets expectations  
2 = usually meets expectations (indicates need for improvement)  
1 = rarely meets expectations (indicates immediate need for great improvement)

___ 1. Meets classes regularly and on time.
___ 2. Submits appropriate paperwork on time.
___ 3. Exhibits appropriate social attitudes toward students (neither too friendly nor too aloof).
___ 4. Shows evidence of careful lesson planning adapted to student needs.
___ 5. Regularly attends language house meetings and events.
___ 6. Contributes to language house programming and in-house tutoring.
___ 7. Provides students of all ability levels with frequent opportunities to speak.
___ 8. Creates a pleasant and relaxed classroom atmosphere.
___ 9. Provides appropriate error correction to help students progress without discouraging them.
___ 10. Actively promotes foreign language study on campus.
___ 11. Conveys expectations and instructions clearly to students and provides appropriate examples.
___ 12. Reinforces students’ learning by using the chalkboard, handouts, the overhead projector, and other appropriate materials and technologies.
___ 13. Holds office hours regularly.
___ 14. Attends departmental meetings when requested to do so by the Department Chair.
___ 15. Presents material in such a way as to make it comprehensible to the weaker as well as the stronger students in the class.
___ 16. Shows evidence of familiarity with the TA handbook.
___ 17. Follows the directives of the supervising professor and other departmental faculty.
___ 18. Cooperates with department faculty, TA’s, and student leaders to identify and serve the needs of the campus community.
___ 19. Generates ideas for the improvement of academic and extra-curricular programs and follows through when appropriate.
___ 20. Reacts appropriately to feedback and constructive criticism from supervising professor.
___ 19. Is responsive to the needs of the students and actively seeks their input.
20. Maintains a professional demeanor.


22. Assigns midterm and final grades to students enrolled in 251 classes.

23. Regularly takes roll and keeps written records.

24. Encourages students to study abroad.

25. Shows creativity and resourcefulness in obtaining information and materials from the target culture.

26. Is self-reflective and open to teaching ideas and suggestions.

27. Is empathetic (can see things from a student’s point of view).

28. Maintains a high energy level in class and keeps the students involved.

29. Makes good use of the classroom space and moves around the room when appropriate.

30. Is involved in campus or community activities outside the Modern Language Dept.

Developed by Dr. Jean Morris for the Muskingum College Department of Modern Languages, November, 1997