Graduate Studies
Department of Biological Science
Florida State University

Bio Online TA Evaluation Guide

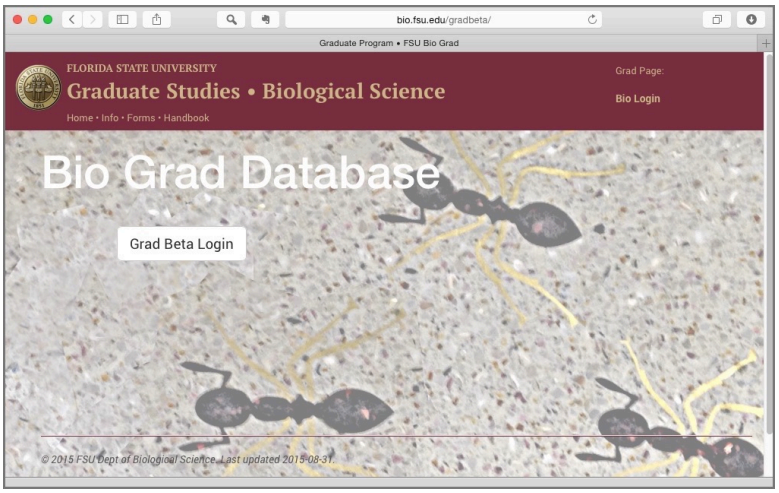
The TA Evaluation form is to be completed by the Course Supervisor (i.e the course instructor or lab coordinator) shortly after the teaching term. It will then be reviewed by the Graduate Student themselves, with the opportunity to provide feedback, and finally filed with the Associative Chair for Graduate Studies (and ultimately with the Graduate School).

Feedback and suggestions are welcome!

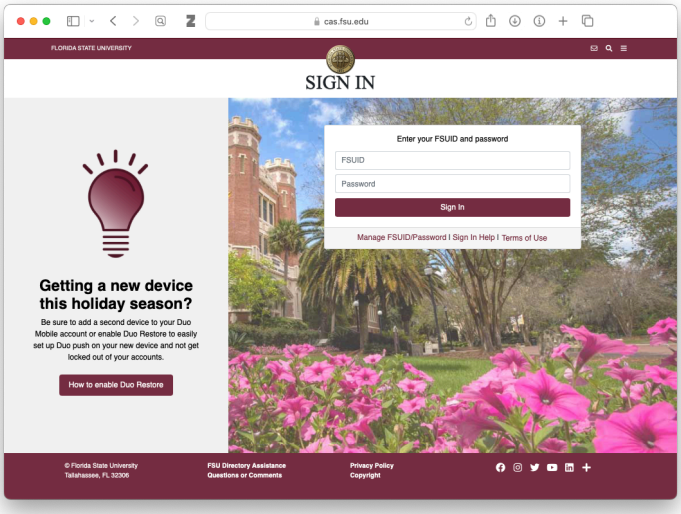
rev. 2024-1-29

Login

You log in to the Gradbeta database by going to http://bio.fsu.edu/gradbeta, and clicking on the "Login" button.



Then log in with your fsuid and password (the same login as for Canvas or my.fsu). The FSU "central authentication service" verifies your login identity independent of Gradbeta or the bio servers.



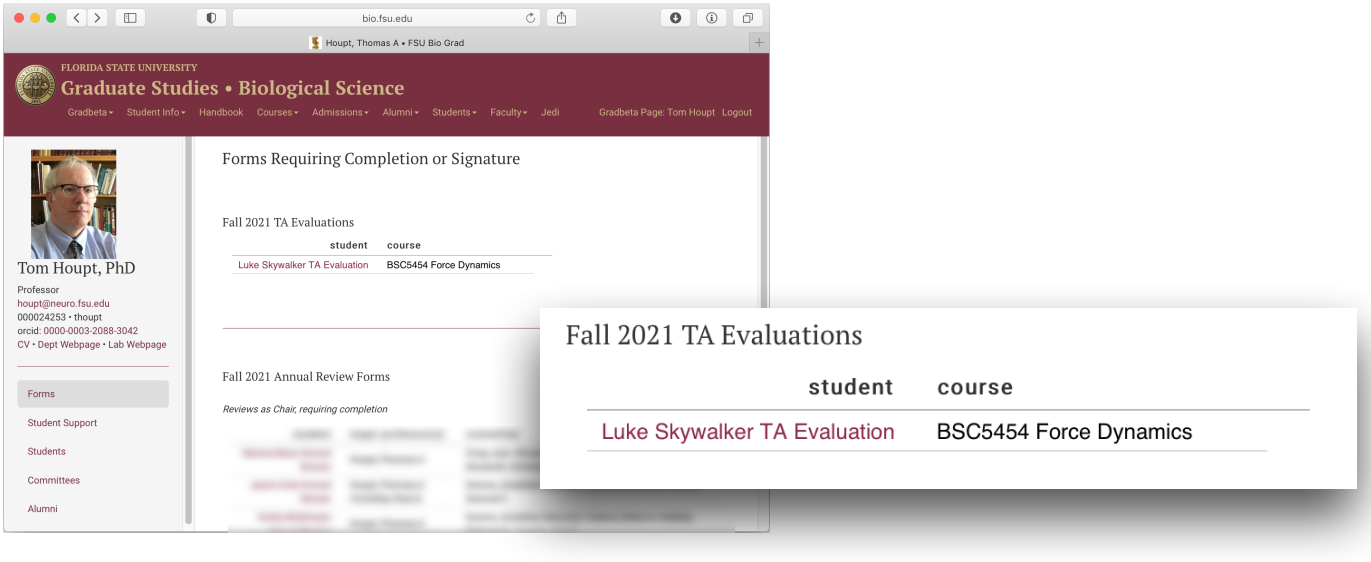
If you see a page stating that you are not authorized to view the page, or pictures of Cassowaries, then contact me (houpt@bio.fsu.edu). I probably entered your fsuid incorrectly into the user list.

Accessing the Evaluation Form

Once you are logged in, you will see your database page. For Faculty, this page lists your current students, and any graduate committees on which you serve (just Biology committees, of course). For Students, this page shows your profile and progress towards the degree.

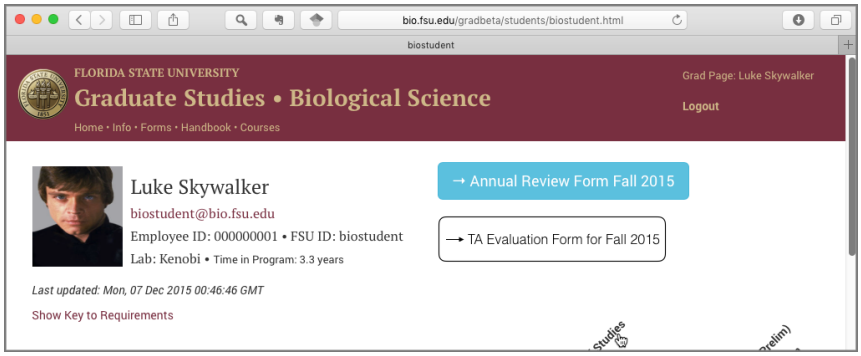
Via Faculty Page

Click on "Forms" in the menu below your name on the left. If you taught a class with a gradate TA, then under the Forms tab on the left) you should see a table of your TAs. For each student, you can access the TA Evaluation form directly by clicking on the “Evaluation” link.



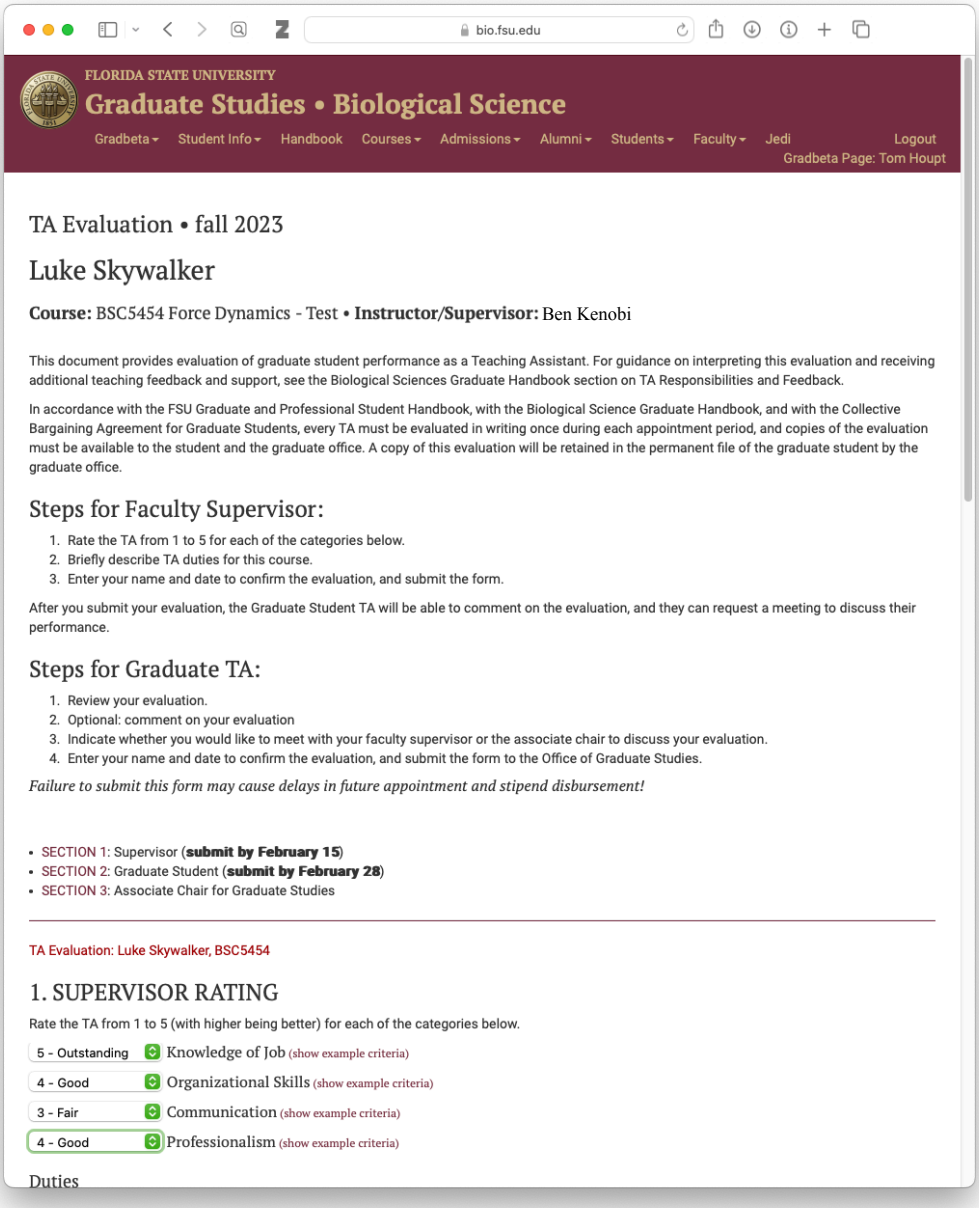
Via Student page

Once the course instructor has signed off on your evaluation, then the “TA Evaluation Form” button will appear at the top of the your profile page.



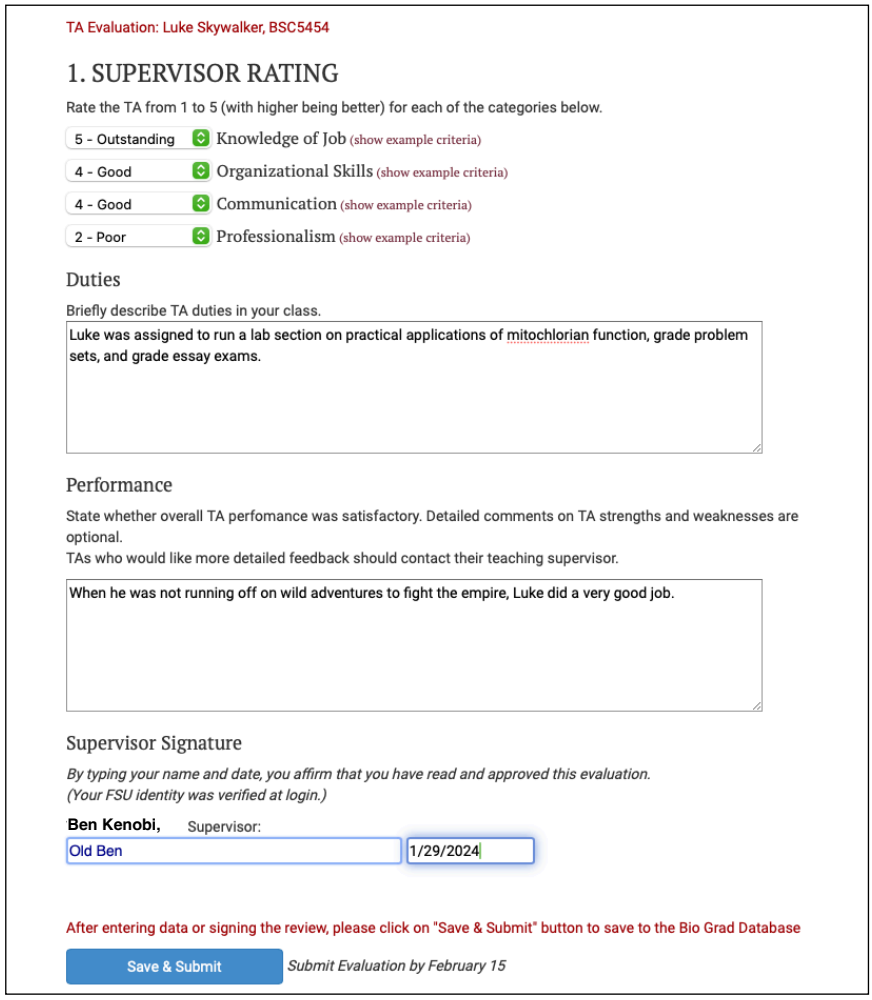
TA Evaluation Form

The TA Evaluation form for each student appears as its own web page. The Evaluation Form needs to be completed by: the course supervisor, the student themselves, and by the associate chair for graduate studies. Only these reviewers have access to a particular student's evaluation form. The course supervisor and student complete different sections of the annual review, and type their names ("signs") in the form to approve the overall review.



Course Supervisor's Section

The first section of the Evaluation form is completed by the course supervisor. As in previous years, the student should be rated on 4 categories, to provide a semi-quantitative basis for evaluating the student.


TA Evaluation: Luke Skywalker, BSC5454

1. SUPERVISOR RATING

Rate the TA from 1 to 5 (with higher being better) for each of the categories below.

5 - Outstanding Knowledge of Job (show example criteria)

4 - Good Organizational Skills (show example criteria)

4 - Good Communication (show example criteria)

2 - Poor Professionalism (show example criteria)

Duties

Briefly describe TA duties in your class.

Luke was assigned to run a lab section on practical applications of mitochlorian function, grade problem sets, and grade essay exams.

Performance

State whether overall TA perfomance was satisfactory. Detailed comments on TA strengths and weaknesses are optional.
TAs who would like more detailed feedback should contact their teaching supervisor.

When he was not running off on wild adventures to fight the empire, Luke did a very good job.

Supervisor Signature

By typing your name and date, you affirm that you have read and approved this evaluation.
(Your FSU identity was verified at login.)

Ben Kenobi, Supervisor:

Old Ben 1/29/2024

After entering data or signing the review, please click on "Save & Submit" button to save to the Bio Grad Database

Save & Submit *Submit Evaluation by February 15*

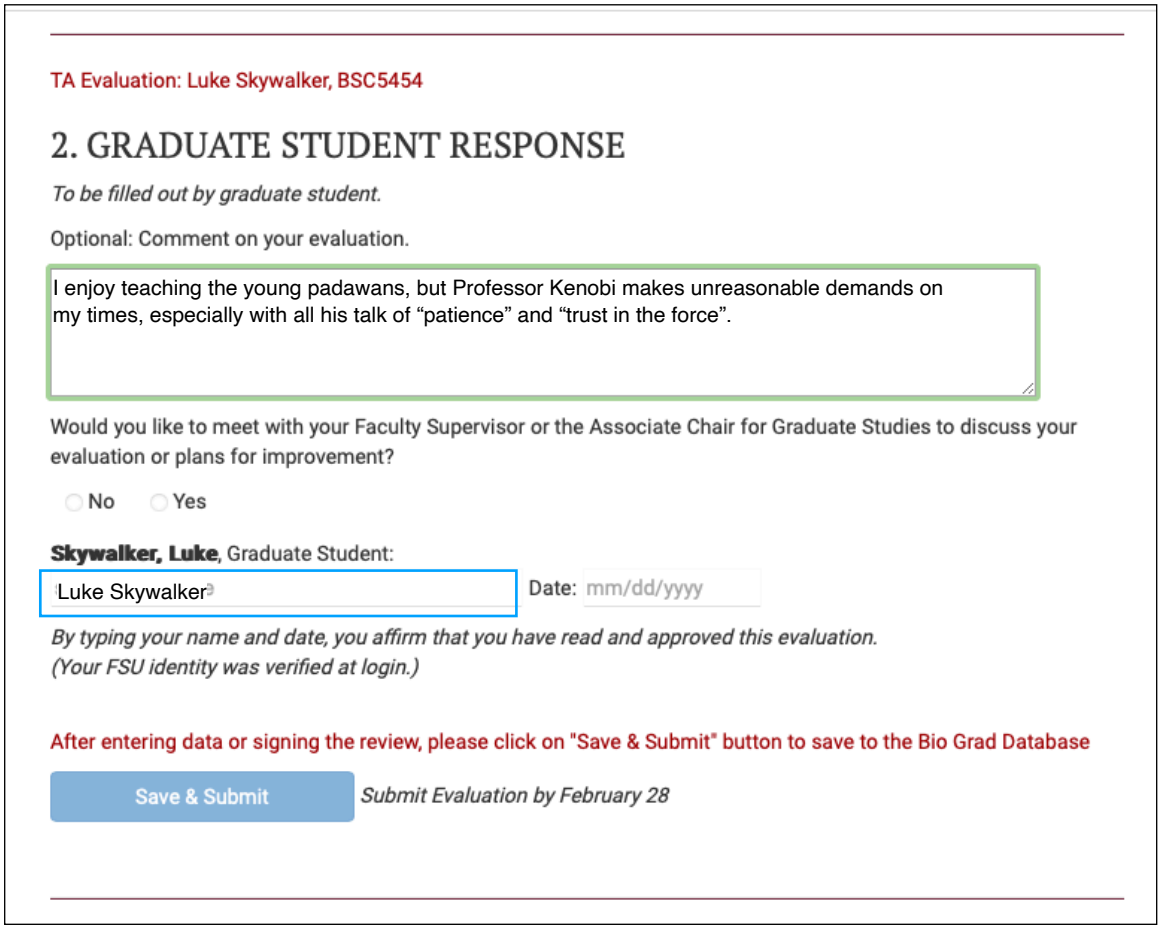
After completing this section, the teaching supervisor should sign and submit the form by clicking the "Save & Submit" button below their section.

Note that you have to click "Save & Submit" to save the information, or it may be lost when you close the page.

Upon signing, a confirmation email will be sent to the course supervisor, and also to the student notifying them that they can now complete the student section of the evaluation form.

Student's Section

The student is notified by email when their supervisor has completed the TA Evaluation. Each student is expected to provide a response to their TA Evaluation, and to acknowledge receipt of the review by typing their name and clicking the “Save & Submit” button.



Note that you have to click “Save & Submit” to save the information, or it may be lost when you close the page.

Grad Office Section

Once the TA Evaluation form is completed, it is reviewed by the associate chair for graduate studies. A pdf version is generated, and placed in the Biology Graduate Office files. The pdf is available from the student's GradBeta page, under the "Documents Archive" tab.

Please feel free to contact or come talk with either April Wooten or Tom Houpt about any issues or concerns!