***Step 1:*** *TA completes self-reflection, then shares with supervisor*

|  |  |  |  |
| --- | --- | --- | --- |
| TA’s Name |   | Supervisor’s Name |   |
| Class # and name |   | Supervisor’s Title |   |
| Department/Unit |   |
| Semester |   |  |  |

|  |
| --- |
| **ACKNOWLEDGING ACCOMPLISHMENTS** |
| At least 3 of my notable accomplishments or examples of professional development during this reflection period in my work as a TA |
|   |
| *Supervisor’s Response:*  |
| **HIGHLIGHTING KEY STRENGTHS** |
| At least 3 key strengths that make me effective in my role as a TA and examples of how I have applied them |
|   |
| *Supervisor’s Response:*  |
| **SETTING GOALS FOR SUCCESS** |
| At least 3 goals I would like to work toward in my next position as a TA |
|   |
| *Supervisor’s Response:*  |
| **MAKING SMART CHANGES** |
| 3 things I want to *do more, do less, start, stop,* or *change* to be even more effective in my role *the next time I am a TA* |
| 1.  |   |
| 2.  |   |
| 3.  |   |
| *Supervisor’s Response:*  |

|  |
| --- |
| **HOW TO MAKE THIS CLASS BETTER (OPTIONAL)** |
| (OPTIONAL): Here are three suggestions I have for making this class an even better experience for our students |
| 1.  |   |
| 2.  |   |
| 3.  |   |
| *Supervisor’s Response:*  |

***Step 2:*** *supervisor and GA meet and discuss, then supervisor makes summary responses, and signs*

|  |  |  |
| --- | --- | --- |
| Supervisor’s Signature  |  |   |
| *Please comment on the TA’s overall performance. If TA’s overall performance is less than satisfactory, please describe a plan of action to correct*  |

***Step 3:*** *GA reviews supervisor’s response, adds optional final comments, and signs*

|  |  |  |
| --- | --- | --- |
| TA’s Signature |  |   |
| *TA’s Final Comments (optional)*  |