***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)* | | |