**

**RA/TA Evaluation Form for (Semester & Year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

FROM: Dr. Carson Reeling, Chair, Graduate Committee; [creeling@purdue.edu](mailto:creeling@purdue.edu)

CC: Ryan Good, Graduate Program Administrator; [rrgood@purdue.edu](mailto:rrgood@purdue.edu)

During this semester, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name) is assigned to work (*Circle One*) 10 or 20 hours/week for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (supervisor’s name).

Please answer the following questions about RA/TA performance. The form has two parts. Part I is to be completed **and returned to Ryan Good by the designated date in the first 2 weeks of the semester**. You should retain a copy of this form to facilitate timely completion and submission of Part II of the Form (after the completion of the semester) **as directed by Ryan Good.**

**Part I: Setting and Communicating Goals, Objectives, and Duties**

1. List the Goals and/or Objectives associated with the Student Employee's assignment for the coming Semester.
2. List the set of duties that you anticipate the student performing during the coming semester.
3. List any specific outputs or deliverables toward which you expect the student's employment activities to contribute. If these are published or publishable products, should the student expect co-authorship?

I have read the above list of goals, activities, and expectations and agree to this semester work plan.

Signature of Student. Date

Signature of Supervisor Date

# **Part II: Evaluation of Student Employee Performance**

1. Were the goals that were set at the onset of the semester met? If not, then what circumstances led to this outcome?
2. Please estimate the average number of hours per week worked by the student on average over the duration of the semester. *(Mark one selection)*

󠄀 More than 20 hours per week

󠄀 Approximately 20 hours per week (=Appropriate for 0.50 time appointment)

󠄀 Between 11-19 hours per week

󠄀 Approximately 10 hours per week (=Appropriate for 0.25 time appointment)

󠄀 Less than 10 hours per week

*If there are significant time allocation deviations from the assigned appointment, please explain:*

1. Overall, the quality of the student's work was (*Circle One)*

Outstanding Very Good Good Satisfactory Not Acceptable/Not Satisfactory

*If you marked "Not Acceptable/Not Satisfactory" then please elaborate below:*

1. The student's cumulative grade point average is
2. The student made a contribution to the development of a grant proposal. Yes/No If yes, please indicate the following:

Title:

Funding Source; Amount:

1. In addition to papers written in courses, the student was co-author of the following publications, posters, electronic based material, or presentations:

7) (Ph.D's only)

Student's economic theory prelim status:

Passed \_\_\_\_\_\_\_\_\_\_(date) Will take: \_\_\_\_\_\_\_\_\_\_ (date)

Prospectus Seminar:

Passed Will present: Comments:

Signature of Student. Date

Signature of Supervisor Date