

Recommendation Letter for Outstanding Teaching Assistant

(To be filled by overseeing faculty, two pages only in A4 size)

I. Instructor's Recommendation

I, [Student Name] _____, a [☐ Doctoral Student ☐ Master's Student ☐ Senior ☐ Junior] of Department/Institute of _____, have served as a teaching assistant for the [Year] _____ [Semester] _____ semester. As part of my application to the Outstanding Teaching Assistant Award, please check one of the following based on my performance as your teaching assistant:

The student is

☐ Highly Recommended for the Award

☐ Recommended for the Award

☐ Acceptable for the Award

☐ Not Recommended for the Award

Reason: (in one line only)

II. Evaluation (9 questions)

	Strongly Agree	Agree	Minimally Agree	Disagree	Strongly Disagree
A. Professional Teaching Competence					
(A) The student possesses the professional discipline knowledge needed by the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(B) The student is competent for the job (refer to their mid-term performance).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(C) The students is equipped with the skills to support the teaching (refer to their mid-term performance).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(D) The student actively engages in relevant seminars to improve teaching competence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Work Attitude					
(E) The student actively assists me in preparing for the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(F) The student is earnest in finishing the assigned teaching support duties (such as leading lab sessions, group activities, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(G) The student has a strong dedication toward learning and educational work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Helpfulness					
(H) Overall, the student is helpful to my teaching.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(I) I will recommend the student as a teaching assistant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Situations During Class Sessions

1. Does the teaching assistant interact with the students (as stated in the application): ☐Yes ☐No
2. The teaching assistant helps with the course Moodle setup: ☐Yes ☐No

E. Encouragement or Suggestions for the Teaching Assistant (e.g., interaction with students, preparing course materials, classroom management, webpage maintenance, assignment grading, leading demonstrations, etc.)

Instructor's Unit of Service / Signature / Date
