

# 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
<b>A. Professional Teaching Competence</b>					
(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>B. Work Attitude</b>					

(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"/>
<b>C. Helpfulness</b>					
(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.)

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Instructor's Unit of Service / Signature / Date

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