This form should be filled out jointly by the course instructor and TA whenever problems arise in the TAing situation. Before any issue is referred to the Associate Head - Graduate Affairs or designate, there should be meetings between the TA and the instructor to try to resolve the problems. Copies of this form will be requested as documentation of the resolution attempts so far.

Instructor: ____________________________ TA: ____________________________

Course: ____________________________ Lab section: ____________________________

Problem Area:
- lab preparation and presentation
- marking assignments
- student contact
- regular meetings
- mastery of course content
- language skills
- duties beyond the normal time constraint
- reporting of academic misconduct
- completion of duties
- teaching skills
- presentation skills
- other ____________________________

Problem description: ____________________________

Remedies: ____________________________

Instructor comment: ____________________________

TA comment: ____________________________

Instructor Signature: ____________________________ TA Signature: ____________________________

Date: ____________________________ Date: ____________________________