**Department of Biology AI Review 1 - Tasks**

**Background:** According to IU’s SAA supervisory guidelines, each SAA has the right to expect review of the work for which they receive a stipend. Graduate students who are not instructors of record and who are leading lab or discussions should receive a written review at the end of the semester; that review should be part of the student’s departmental record. Students who are instructors of record may request that their class be visited for purposes of formative evaluation; this task could be carried out by the course supervisor, by a member of the student’s research committee, or by another instructor designated by the DGS or chair. Instructors should be sure to fill out this form, share it with their AIs, and email it to the Biology Graduate Office at [biogrdav@indiana.edu](mailto:biogrdav@indiana.edu) to be filed with the student’s other departmental records.

**SAA Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Term:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty instructor for this course:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tasks** | **Check if applicable** | **Exceeds**  **Expectation** | **Meets**  **expectation** | **\*Recommend**  **Improvement** | **\*Unacceptable** |
| Grade |  |  |  |  |  |
| Lead lab |  |  |  |  |  |
| Lead discussion |  |  |  |  |  |
| Lead lectures |  |  |  |  |  |
| Hold office hours |  |  |  |  |  |
| Other (Add additional tasks as relevant) |  |  |  |  |  |
|  |  |  |  |  |  |

*\*If requested by the AI and/or one or more tasks requires improvement or is unacceptable, additional feedback must be provided to the AI using the form on the back of this page.*

**Comments** *(optional unless improvement if recommended or work is unacceptable)*:

**Department of Biology AI Review 2 – Follow Up (as necessary)**

**SAA Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Term:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty instructor for this course:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grading Follow Up** (Recommendations for Improvement to be developed by faculty & student)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recommendations for Improvement** | **Exceeds**  **Expectation** | **Meets**  **expectation** | **\*Recommend**  **Improvement** | **\*Unacceptable** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Comments** *(optional unless improvement is recommended or work is unacceptable)*:

**Classroom Observation Follow Up**

**Name of classroom observer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(1) Pre-observation meeting with student**

**Date/Time/Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Two practices that the AI feels are going well:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Two practices on which the AI would like observer feedback:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(2) Faculty observation**

**Date/Time/Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Transcription of classroom activities during faculty observation** (add rows & spaces as needed)

|  |  |  |
| --- | --- | --- |
| **Time** | **Event happening in class** | **Faculty observer comments** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Key points for discussion emerging from the faculty observation:**