



Assistantship and Financial Support Guidelines

Revised April 2018

Introduction

The purpose of this document is to provide detailed information about the financial support available to graduate students at the University of Louisville School of Public Health and Information Sciences (SPHIS), including graduate assistantships and scholarships. Please contact Tammi Thomas, Assistant Dean of Student Affairs, or Eric Nunn, Assistant Dean, Administration, if you have any questions about the processes and guidelines presented herein.

Scholarships

Scholarships provide funding for tuition. There are no work assignments for scholarship recipients, who are not considered employees. Awards must be approved by the scholarship committee, which is composed of the school's deans and chairs and meets on an as-needed basis.

Here are a few points to keep in mind when working with scholarship students:

- A Student Financial Support Contract, available as Appendix 1, must be completed for any student who will receive scholarship funding.
- A partial scholarship pays a fixed dollar amount for a specified number of semesters.
- Scholarships do not carry a minimum enrollment requirement unless specifically required by the funder.

Scholarships for UofL Employees

UofL employees are entitled to tuition remission each semester which equates to up to 6 credit hours of tuition remission. We ask that UofL employees not be awarded tuition scholarships unless there is an extenuating circumstance.

Graduate Assistantships

A graduate assistantship (GA) is a financial award to a **full-time** graduate student that provides a combination of tuition, stipend and student health insurance. GAs are recognized as occupying a special employment category. The purpose of a GA is to provide experience and training that augment a student's academic program. There are currently two types of GA positions available at SPHIS.

Graduate Research Assistantship (GRA)

GRAs work on specific projects within a centralized area of study and with defined goals and outcomes that must be met by the end of the appointment. The number of available positions vary from year to year and may not align with the academic or fiscal year.

Graduate Teaching Assistantship (GTA)

GTA's generally assist faculty and staff with teaching one or more courses. GTA's are expected to abide by the same academic policies and standards as regular faculty. A GTA's work assignment should not exceed assisting with 2 courses each semester.

A GA typically works for the department in which he or she is pursuing a degree. However, graduate students with transferable skills and/or experience may be provided an assistantship by another department.

New GAs must complete the university's onboarding process, which is managed by Business Operations. Beginning July 1, 2017, criminal background checks will be required for incoming GAs (please see the section below for additional information). Additionally, a student financial support contract (Appendix 1) should be completed by the department or program at the beginning of the assistantship and each academic year thereafter.

Criminal Background Check Procedures for Graduate Students

The University of Louisville requires all first-time employees to submit to a Criminal Background Check (CBC) as a condition of employment. In the past, funded graduate students who receive stipend support have been exempt from the CBC upon initial hire. Starting for the 2017-2018 academic year, all newly admitted graduate students who will be offered a scholarship, which includes stipend support (assistantship or fellowship), will be asked to undergo a CBC as part of the hiring process.

The hiring process is separate from the process of admitting a graduate student to a program of study. There is no requirement of a CBC for admission of an unfunded student.

The following language must be included in the letter of award to all students who will be offered stipend support: "This offer of funding is contingent on the successful completion of a criminal background check. If you accept this offer, the university's business operations office will be contacting you directly via email to provide additional information about the hiring process."

At this time, the minimum cost for the CBC is \$46.10, and may be more depending on the number of states in which the student previously resided. The cost of the CBC will be borne by the unit, department or individual who is hiring the graduate student.

The CBC does not apply to current graduate assistants/fellows; however, moving forward, if any funded graduate assistant/fellow has a break in payroll for more than one year and then returns to payroll, regardless of whether the enrollment status of the student changes, the graduate assistant/fellow will be subject to a new CBC. This policy is consistent with the standard that is applied to all university employees, even those who have undergone a previous CBC for the university.

When the background check reflects a criminal conviction, the Office of Human Resources, in consultation with appropriate entities will evaluate the conviction to determine whether it is relevant to the specific job responsibilities of the position and whether hiring the person may constitute an unacceptable risk. The nature, gravity, recency and frequency of convictions and the nature of the job duties will be considered. All records relating to the CBC in the Office of Human Resources' possession are not considered a public record and shall be treated as a confidential personnel record.

If a student is rejected from the hiring process because of a positive CBC finding, that outcome may be independent of the decision to admit a student to a graduate program.

If there are questions about this process, you may contact Paul DeMarco, Associate Dean, School of Interdisciplinary and Graduate Studies.

Financial Aid

The university's Student Financial Aid Office is dedicated to providing students and their families with courteous and efficient financial services while complying with all federal, state and university policies. For more information, please visit <http://louisville.edu/financialaid/>.

Graduate Assistantship Funding

Eligibility

Graduate students admitted in good standing and pursuing a graduate degree in SPHIS are eligible for assistantship positions with the approval of the department chair. Non-degree students are not eligible for assistantships.

Availability

The number of assistantships offered varies by academic year. Once a student is selected, the department is responsible for submitting a student financial support contract to the dean's office. An example of an optional letter of offer is available as Appendix 2.

Scholarship Committee Approval

Nominations for assistantships must be approved by the Dean's Office Scholarship Committee. A majority vote of approval is required to be awarded the assistantship.

Nominations for assistantships should be submitted to Tammy Albers no later than:

- Fall = May 1
- Spring = October 1
- Summer = March 1

Enrollment

Enrollment in courses for fall, spring and summer classes is required to retain an assistantship. Students are required to maintain full-time enrollment for nine hours in spring and fall semesters, and at least six hours in the summer to maintain eligibility.

If a student is planning on registering for more than 6 credit hours in the summer and are receiving Tier I funding, this must be approved by Dr. Paul DeMarco prior to registration. The program director must send an email to Dr. DeMarco outlining the rationale for taking the course.

Courses taken for audit do not count toward the minimum credit hour requirements for holding an assistantship.

Students in candidacy are considered full-time and meet the enrolled credit hour requirement. The cost of any additional coursework taken while in candidacy is not covered by the assistantship. If a GA will not be enrolled for the minimum number of hours each semester, a variance must be submitted to SIGS by the program director or department chair.

Application Process

While there is no standard application process for SPHIS assistantship positions, departments and programs are encouraged to create a procedure for selection of qualified candidates. It is recommended that assistantships be offered to only the most promising students.

Scholarship Responsibilities

A GA is responsible for maintaining the following responsibilities.

- Fulfill weekly work hours (20 hours per week) and duties assigned in a professional and timely manner.
- Maintain a grade point average of 3.0 or above. If placed on academic probation or in conditional status, the assistantship may be terminated.
- Adhere to policies and procedures outlined in the Assistantship and Financial Support Guidelines.

Duration

Graduate assistantships are awarded on an individual basis according to the needs of the department, and the duration of these appointments depends on the department. The university-wide official maximums for this type of university-sponsored financial support are typically six years for doctoral students and three for master's students.

University Fees

It is important to remember that mandatory fees (e.g. student health fee, technology fee, foreign student services fee) are not paid as part of the assistantship and are the student's financial responsibility.

Repeat of Coursework

Graduate assistantships do not pay for coursework to be repeated. It is assumed that a GA excels academically and should meet the 3.0 minimum gpa requirement.

Distance Education Tuition

Distance education course tuition is not covered by an assistantship. Distance education courses are defined as courses where students are not required to attend an in-person seated course and instruction is delivered via internet, television, or satellite. The distance education courses are defined by their section number – any course that has a section number of 50 – 59 is a distance education course.

University Employment and Benefits

Employment Packet

A new employment packet must be submitted to Payroll prior to the first day of employment. Please contact Eric Nunn, Assistant Dean, Administration, to initiate this process.

Orientation

First-time GAs who are entering in the fall semester are encouraged to attend a Graduate Fellow and Graduate Student Human Resources Orientation session. Orientation will provide the student the opportunity to complete all required paperwork as well as receive their student/employment identification card, parking permit and information regarding student health insurance. Additional information, including session dates, is available at <http://louisville.edu/hr/employment/newemployees/gradhorientation.html> .

Leave

GAs accrue no vacation time, personal leave time, or sick time. The supervisor must approve arrangements for necessary personal leave in advance, and the GA is expected to make up any such hours missed within a

reasonable amount of time prior to or following such absence. GAs are responsible for arranging their schedules to adequately meet their work assignments and should discuss this directly with their supervisor.

Hours

GAs are expected to work an average of 20 hours per week and satisfactorily perform the tasks assigned by the supervisor. Failure to do so may result in termination of the assistantship. It is recommended that a log of weekly work hours should be maintained (see Appendix 3 for an example).

Health Insurance

Single coverage health insurance is provided for the duration of assistantship. This is a benefit of the student's assistantship and is at no additional cost to the student. Detailed insurance information is available at <http://louisville.edu/campushealth/information/insurance/graduate-research-teaching-assistants> .

Employees Withholding Exemptions Certificates - Taxes

All GA stipends are considered as taxable income. Appropriate tax forms must be filed within the first three days of appointment. Some countries have tax treaties with the U.S. in which all or some portion of earnings may be tax exempt. Tax-related questions should be directed to the Payroll Office, <http://louisville.edu/finance/payroll>.

Direct Deposit

Direct deposit is required of all university employees. A voided check will be necessary to complete the initial employment packet.

Student Financial Support Contract

Departments must complete a student financial support contract (Appendix 1) for each GA at the beginning of the assistantship and each academic year thereafter. The following is an overview of the information to be included in the contract.

- *Period of Stipend/Period of Tuition:* The position start date must coincide with the month or date that the student will begin coursework. For the fall semester, a typical start date would be August 1. The student must physically be at SPHIS on their start date. Please check all semesters that the stipend and tuition are applicable and fill in the year.
- *Funding Notes:* Use this section to explain any unusual details about the position's funding. For example, provide a note here if the continuation of the position is contingent upon grant approval.
- *Remuneration:* Please indicate the total amount of the stipend as well as the amount and frequency of monthly payments. Please indicate the number of hours per week the GA is expected to work. The standard stipend is \$20,000 per year, or \$1,667 per month.
- *Enrollment:* Since assistantship appointment times can vary, students are required to maintain full-time enrollment for nine hours in spring and fall semesters and six hours in summer semester. Please mark all statements that apply.
- *Tuition Scholarship:* The tuition scholarship will be either full or partial. If the student is receiving a partial scholarship, mark and indicate the dollar amount. Scholarship support may also list the number of credit hours or a funding amount not to exceed.

Continuation, Changes and Termination

Eligibility for Reappointment

Positions can be renewed, dependent upon funding and performance. If a student is placed on academic probation or in conditional status, the assistantship may be terminated.

Upon termination from a GA position, a student may not reapply or be reappointed.

Termination of Assistantship by Department/Program

SPHIS may terminate an assistantship for reasons that fall into the following three categories.

- *Academic Status:* If a student is dismissed or suspended from UofL, for any cause, then the assistantship is also terminated. If a student is placed on academic probation (not meeting a 3.0 gpa) the department chair or program director may choose to:
 - Terminate the assistantship.
 - OR
 - Allow the student to continue for no more than one semester with an improvement plan approved by the chair or director. The student must have a minimum gpa of 3.0 at the completion of the semester to remain in a GA position.
- *Satisfactory Progress Toward Degree:* Inadequate progress toward the degree can be grounds for dismissal of a graduate student, and/or revocation of an assistantship by the sponsoring program/department. Satisfactory progress includes, but is not limited to: maintaining semester and cumulative grade point averages of at least 3.0; taking and passing examinations on schedule; and, if applicable, working on a thesis or dissertation in a manner that meets the approval of the major professor.
- *Job Performance:* An assistantship that involves performing specific job duties may be revoked at any time, with two weeks' notice, because of failure to perform the job duties at an adequate level. Failure to perform will be determined by the job supervisor, which could include a laboratory director, department chair or research advisor. All incidents of failure to perform job duties must be documented, with a copy to the Office of Student Services and the student file, if any action affecting the assistantship is to be taken.

Course Withdrawal while on an Assistantship

Students should not accept an assistantship if they are not able to complete the entire semester of course work. It is understood that unforeseen circumstances may arise for the GA. If a GA is considering withdrawing from course work they should immediately consult the department chair or program director. Following consultation, the chair or program director should contact the Assistant Dean of Finance and Student Services to determine what options are available to recoup the tuition cost and satisfactorily assist the student. If the withdrawn student returns a subsequent semester there is no guarantee of an assistantship.

Student Termination of Assistantship

It is expected that a student will serve as a GA for the full duration of the semester. This is especially important for GTAs, since it can be very disruptive if instructors leave mid-semester. In cases where a student needs to terminate an assistantship early, it is the responsibility of the student to inform Eric Nunn and Tammy Albers at least two weeks in advance of the intended termination date in writing, so that appropriate payroll actions can be taken. If this action is not taken, then the student will be liable for any payments made beyond the date when the student ceased working as an assistant.

Changes to the Student Financial Support Contract

A GA who faces extenuating circumstances (e.g. a serious health condition, an issue with care of an immediate family member, etc.) may petition to enroll part-time for one semester for a situation that does not require a full leave of absence. The number of hours is contingent on the circumstance and can be as few as one credit hour. The department may require that the student continue the research and/or teaching obligations that are linked to the stipend award while in part-time enrollment status. The student must also be able to document the need for the request (e.g. doctor's note).

Unpaid and Paid Leaves of Absence

A GA with a 12-month GTA appointment works on the same calendar as faculty with 12-month appointments. Duties over holiday periods for GRA appointments should be agreed upon in writing by the student and the supervisor in charge of the research program. GAs do not receive vacation leave. GAs generally do not meet the minimum eligibility requirements (average 60 percent appointment) for FMLA. However, GAs are eligible for unpaid and paid leaves of absence to include the following:

- *Bereavement Leave:* GAs are provided, at the discretion of the department, up to three workdays of paid bereavement leave upon the death of an immediate family member. This leave is granted for purposes of attending the funeral services, ceremonies, and/or interment; making necessary arrangement; travel related to the death; and bereavement time. Supervisors are encouraged to make special arrangement to accommodate granting of leave.
- *Military Leave:* GAs are entitled to fifteen days paid leave per calendar year for active military duty. Verification of notice to report for duty (including dates of leave) should be provided to the supervisor at the time of request.
- *Jury Duty:* GAs are entitled to paid leave for jury duty. A copy of the court notice should be provided to the to the supervisor at the time of request.
- *Voting Leave:* GAs are eligible for a paid leave of absence to vote in any state-wide general election or state-wide primary election, or in any election to fill a vacancy in the office of a United States senator or representative during the morning of the election day. Paid leaves to vote shall cover only those hours the employee is regularly scheduled to work and shall be reasonable in relation to voting site location and distance.
- *Parental Leave:* GAs are eligible for three weeks of paid parental leave. The student should initiate discussions with his/her advisor(s) and department chair at least eight weeks prior to the anticipated birth or adoption. The department chair should notify Eric and Tammy via email. This notice will provide the lead time necessary to rearrange teaching duties for those students supported by teaching assistantships or to adjust laboratory or other research schedules. This planning period should also be used to reach agreement on a timeline for academic issues (e.g. PhD qualifying examinations and other academic milestones, field work, time-sensitive research reports on sponsored projects) that will be affected by the birth or adoption of a child and by the one-semester extension of academic requirements. It is essential that the student consult with his or her research advisor well in advance of the birth or adoption if the nature of the funding or the research grant conditions require that specific tasks be completed by specified dates, or if the Principal Investigator will need to hire additional help to meet those conditions during a period of reduced activity by the graduate student. It is the student's responsibility to make arrangements with faculty and with departmental administrators for course completion and for continuation of teaching and research activities before and following the leave period.

Parental leave is supported by the School of Interdisciplinary and Graduate Studies (SIGS). The department chair will need to apply to SIGS, which will provide one-half of a graduate student stipend for three weeks. The department and/or unit must also provide one-half of a stipend for three weeks.

Guidelines for Supervisors of Graduate Assistants

The supervisor guidelines include the following areas: hiring, mentorship, advising, advocacy, supervision and workspace.

Hiring

Supervisors should apply the University of Louisville's commitment to diversity when hiring a GA. A student must be admitted in good standing to an SPHIS graduate program before he/she can be hired as a GA.

Mentorship

Supervisors should consider themselves as mentors for their GAs. In this role, supervisors should seek opportunities to integrate their assistants into the academic community. In particular they should seek ways to involve GAs in teaching, research and publication, and service to the profession as well as help their GA's build their skills in technology and leadership.

Graduate Assistantship Advisor

Each GA will be assigned a faculty advisor by his or her department. The advisor will develop the students annual work assignment, which will include progress toward degree as well as specific tasks and responsibilities.

Advocacy

Advocacy is similar to mentorship but may apply to situations outside of the assistantship itself. This is a proactive role for the faculty supervisor to troubleshoot issues the student may face negotiating the academic and institutional challenges that may occur during their tenure as a student. In addition, the supervisor should assist in helping the GA connect the academic program with professional and work experiences.

Supervision

Under this role, the supervisor develops a plan and timeline with the GA; that is, all GAs are to have a written work plan that will guide their daily activities. Certainly, GAs require a flexible schedule to accommodate their class and program responsibilities, but an average of 20 hours per week must be maintained.

Work Space

Supervisors should ensure that a GA has an area and the tools to successfully meet academic and assistantship-specific responsibilities. Considerations should include the following.

- *Computer Assignment and Access:* It is the supervisor's responsibility to make sure that their GA has a computer account. These arrangements need to be made with the Director of Information Technology and Facilities, Jason Banta. GAs may be provided with a computer workstation in the graduate student computer lab in the basement of the SPHIS building.
- *Work Area:* GAs are both workers and students. As such, they should have a space where they can perform their assigned duties and also carry out their studies. GAs may be required to share offices and/or desks, but the arrangement should support both roles of the GA.
- *Phone:* Phone access should be based on the requirements of the assignment. Sometimes shared phones are adequate, other times private lines with voicemail are needed. Departments are responsible for the costs of these items.
- *Supplies:* The supervisor needs to insure that their GAs are accommodated with all appropriate supplies necessary to fulfill the tasks that they are assigned.

Assistantship Evaluation

Students should be evaluated at the end of each semester regarding work and educational performance. The student will meet with the GA advisor and review the progress toward degree and specific work assignment tasks given. As GA positions are generally funded for an annual period of time, this will allow the faculty member to work with the student to continually improve and meet the work assignment and educational goals. An example evaluation is included as Appendix 4. Additionally, departments are required to submit an annual doctoral progress report to SIGS.

Appendix 1: Student Financial Support Contract

Contract for Employment as Student Academic Appointee University of Louisville School of Public Health and Information Sciences (SPHIS)

Name: _____ Student ID: _____

UofL Employee: Yes or No Please note that a UofL employee cannot receive a GRA or GTA.

The student above is appointed as a GRA GTA **OR** scholarship support in the SPHIS Department of _____

The appointee agrees to serve the appointment upon the terms of the employment agreement set forth below and outlined in the Assistantship and Financial Support Guidelines.

Period of Stipend, Dates: _____ to _____

- Fall Semester
- Spring Semester
- Summer Semester

Period of Tuition, Dates: _____ to _____

- Fall Semester
- Spring Semester
- Summer Semester

Funding Notes:

Remuneration: The stipend for the above period will be \$_____ and will be paid in _____ equal installments of \$_____ per month. The appointee will be expected to work _____ hours per week for duties as assigned. Stipend funding terminates the month the appointee graduates.

Enrollment (mark all that apply):

- Appointment is at 0.50 FTEE and requires enrollment in a minimum of nine credit hours per semester for fall and spring.
- Appointment is for summer and requires enrollment in a minimum of six credit hours.
- Other departmental/school enrollment requirements: _____

Tuition Scholarship: A tuition scholarship has been awarded: full-scholarship (health insurance included) **OR** partial scholarship in the amount of \$_____ (health insurance not included).

Scholarship Responsibilities:

- Fulfill weekly work hours and duties assigned in a professional and timely manner.
- Maintain a grade point average of 3.0 or above. If placed on academic probation or in conditional status, the assistantship/scholarship may be terminated.

Health Insurance: GRA/GTA position includes the cost of health insurance in the award. Scholarship support does not include the cost of insurance.

Policies and Procedures: The SPHIS and the appointee will follow the policies and procedures contained in the current Assistantship and Financial Support Guidelines. It is the responsibility of appointees to request and familiarize themselves with such materials. In particular, policies on instructional matters, employment procedures and termination procedures should be noted by the appointee.

This application shall constitute the employment agreement upon the signing by the appointee and the department chair. The appointee will receive a fully signed copy.

Appointment under this agreement is subject to the appointee furnishing the federally required documentation evidencing U.S. citizenship, permanent resident status or authorized alien status (entitled to work in the U.S. for the period of the above appointment).

Department Chair

Date

Appointee

Date

FOR OFFICE USE ONLY

Position Funding

- Tier I
- Tier II \$ _____ or _____ %
- Funding Source 1 \$ _____ or _____ %
- Funding Source 2 \$ _____ or _____ %

Space: Yes No Not Applicable

Computer: Yes No Not Applicable

Assistant Dean, Administration

Date

Original to: Assistant Dean, Administration
Copies to: Appointee
 Department Chair

Appendix 2: Example Offer Letter

Dear [name],

The [department] is pleased to offer you a [FTE] [assistantship] for the [academic/fiscal year, please specify starting month and end the following June or, if graduating, May]. This assistantship includes an annual stipend in the amount of \$20,000, to be paid in equal, monthly installments. This offer is contingent on your being accepted for regular admission into School of Interdisciplinary and Graduate Studies and successful completion of a criminal background check. If you accept this offer, the university's business operations office will be contacting you directly via email to provide additional information about the hiring process." [The following statement should be included for international student] This offer is also contingent upon receiving and maintaining valid visa status. International students must meet the university's language requirement by the end of the first year or risk losing the assistantship. Please note that your assistantship funding does not cover university fees and you will be financial responsible for these obligations.

Your appointment will be for a [month]-period beginning [date], may be renewed, and is contingent on your being a student in good academic standing. A student on academic probation is not in good standing. While you hold a graduate assistantship or fellowship, you are expected to devote full time to your graduate program and the responsibilities of your graduate assistantship. The conditions of your employment as a graduate assistant include adequate performance of assistantship duties and satisfactory progress toward your degree. Satisfactory progress includes, but is not limited to, maintaining semester and cumulative grade point averages of at least 3.0 taking and passing examinations on schedule, and, if applicable, working on your thesis or dissertation in a manner that meets the approval of your major professor. Satisfactory progress toward the degree will be evaluated by appropriate graduate faculty of the degree program in which you are enrolled. Your performance in your assistantship duties will be evaluated in the context of a written job description, and the department chair in which you are employed will be the final authority for judging performance of duties.

All graduate assistants must enroll as and remain full-time students during the semesters they are covered by an assistantship. Full-time enrollment is nine hours in the fall and spring semesters, and six hours in the summer term. Graduate assistants are responsible for paying all university fees.

Signing below indicates that you are required to abide by all UofL policies and procedures during the assistantship. [The following statement is optional] If we do not hear from you within [number] days from the date of mailing, we will assume that you do not wish to accept our offer and we will present it to another candidate.

Each semester you will receive an evaluation of your assistantship progress. Please contact your advisor to schedule a meeting to discuss the semester's work plan and evaluation.

Please sign and date the form and return to me via mail or fax at [fax number]. If you have any questions, do not hesitate to contact me at [phone number].

Sincerely,

[Department Chair/Program Director]

cc: Assistant Dean, Administration
Assistant Dean, Student Affairs

Appendix 3: Weekly Timesheet

**University of Louisville
School of Public Health and Information Sciences
Graduate Assistant Timesheet**

Dates: _____

<i>Area</i>	<i>Activity</i>	<i>Mon.</i>	<i>Tues.</i>	<i>Wed.</i>	<i>Thurs.</i>	<i>Fri.</i>	<i>Sat.</i>	<i>Sun.</i>
Research	Presentations							
	Writing for Publication							
	Literature Reviews							
	Data Entry							
	Data Analysis							
Teaching	Planning for Class							
	In-Class Time							
	Grading							
	Student Contact							
Professional Development	Conferences							
	Training							
Administrative	Filing							
	Bookkeeping							
	Meeting Minutes							
	Answering Phones							
	Attending Meetings							
Other (Specify)								
	TOTAL							

Supervisor Signature

Date

I have met with my advisor and reviewed by evaluation. Comments regarding the evaluation.

Student Signature

Date

Appendix 4: Graduate Assistant Evaluation

**University of Louisville
School of Public Health and Information Sciences
Graduate Assistant Evaluation**

<i>Date</i>		<i>Evaluation Period</i>	
<i>GA Name</i>		<i>Supervisor</i>	

<i>Responsibilities</i>	<i>Effort</i>	<i>Description</i>
Research		
Presentations		
Publications		
Literature Reviews		
Data Entry		
Data Analysis		
Teaching		
Other (describe)		

Recommended Questions:

- In what ways was this graduate student mentored in doing research, writing, preparing grants, teaching college level classes, or presenting papers at professional meetings?
- Were there other university experiences this student gained by this assignment?
- What were specific strengths demonstrated by this graduate student?
- Were there any publications, presentations, or other products that the graduate student was involved in during the assistantship? If so, attach materials as you feel appropriate.
- What were the major accomplishments of this graduate assistant for this semester?
- Do you have suggestions for improvement?
- Should the student be retained in a Graduate Assistantship next year?
- Do you wish to retain this student as a Graduate Assistant in your program?

Supervisor Signature

Date

I have met with my advisor and reviewed by evaluation. Comments regarding the evaluation.

Student Signature

Date