

Student Name: _____ **Faculty Supervisor Name:** _____

Graduate assistants (GA) are supervised directly by faculty and staff members of the School of Communication.

In accordance with merit award regulations: Master’s level students must work 10 hours per week for 15 weeks per semester (Fall and Spring terms); for a total of 150 hours each semester to retain merit award. Doctoral level students must work 20 hours per week for 15 weeks per semester (Fall and Spring terms); for a total of 300 hours each semester to retain merit award. In addition, you must perform satisfactory progress (overall score must be above a 3 as indicated below). Adjustments to the weekly requirement per week can be made by agreement between the faculty member and graduate student.

Student Section:

It is the responsibility of the student to log their hours and review the evaluation with the faculty member.

Pay Period:	Week 1 Oct 21	Week 2 Oct 28	Week 3 Nov 4	Week 4 Nov 11	Week 5 Nov 18	Week 6 Nov 25	Week 7 Dec 2
Hours Worked							

Student Signature: _____

Faculty/Student Section: Please meet to discuss the following questions. Rate those that apply. 5 is the highest score. Overall performance below 3 is considered unsatisfactory.

1. Quality of Work	5	4	3	2	1	N/A
2. Timely completion of work assignments	5	4	3	2	1	N/A
3. Ability to provide assistance with classroom work	5	4	3	2	1	N/A
4. Time management skill	5	4	3	2	1	N/A
5. Communication skills	5	4	3	2	1	N/A
6. Dependability	5	4	3	2	1	N/A
7. Took initiative	5	4	3	2	1	N/A
8. Professionalism	5	4	3	2	1	N/A
9. Overall performance	5	4	3	2	1	N/A

Student reflection on above rating and how to improve/continue your progress: _____

Faculty Signature

Date

Return form by Friday, December 6, 2019.

SOC Graduate Office at 111 McKinley or email (gradcomm@american.edu).