

**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.

<b>Pay Period:</b>	Week 1 Jan 13	Week 2 Jan 20	Week 3 Jan 27	Week 4 Feb 3	Week 5 Feb 10	Week 6 Feb 17	Week 7 Feb 24	Week 8 Mar 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, March 6, 2020.**

**SOC Graduate Office at 111 McKinley or email ([gradcomm@american.edu](mailto:gradcomm@american.edu)).**