# Counseling, Adult and Higher Education

## Graduate Assistant Handbook

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CAHE Mission Statement

The Department of Counseling, Adult and Higher Education's (CAHE) mission is to promote high standards of professional education in an environment attentive to the needs of students, faculty, and the broader society it serves. CAHE is committed to the best practices in the preparation and continuing education of professionals in the fields of counseling, adult education, and higher education, while advancing scholarly activity; supporting individual and collaborative efforts in institutional and non-institutional settings; and advancing diversity and equity in teaching, research, and services.

This handbook is intended to serve as a guide for Graduate Assistants transitioning into a new role and to facilitate communication. The handbook does not replace official University / College / Departmental policy.
Congratulations on being selected as a graduate assistant for this academic year! Being awarded a graduate assistantship is an honor for not only have you demonstrated superior academic achievement, but also a commitment and motivation which is important in becoming a competent and productive professional. Your contributions are central to the core mission of the Department of Counseling, Adult and Higher Education. At the same time, the assistantship provides you and your faculty mentor and supervisor with a unique learning opportunity. We expect that your experience as a graduate assistant will be both challenging and rewarding. To that end, this handbook has been prepared for your transition and success and I encourage you to read it carefully.

Again, congratulations and welcome to the Department of Counseling, Adult and Higher Education. We look forward to a positive and productive academic year!

Sincerely,
Suzanne Degges-White, Ph.D.
Professor & Department Chair
Counseling, Adult and Higher Education
200 Gabel Hall
Northern Illinois University
DeKalb, IL 60115
815.753.1448
815.753.9309 - FAX
sdeggeswhite@niu.edu
# Academic Calendar 2016-2017

## FALL SEMESTER 2016

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<tr>
<th>Date</th>
<th>Day(s)</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 16 - 19</td>
<td>Tuesday - Friday</td>
<td>Faculty Meetings</td>
</tr>
<tr>
<td>August 22</td>
<td>Monday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 5</td>
<td>Monday</td>
<td>Labor Day (University Closed)</td>
</tr>
<tr>
<td>November 23</td>
<td>Wednesday</td>
<td>Thanksgiving Break Begins (no classes on Wednesday)</td>
</tr>
<tr>
<td>November 28</td>
<td>Monday</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>December 3</td>
<td>Saturday</td>
<td>Classes End</td>
</tr>
<tr>
<td>December 5 - 10</td>
<td>Monday - Saturday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December 10</td>
<td>Saturday</td>
<td>Fall Graduate Commencement</td>
</tr>
<tr>
<td>December 11</td>
<td>Sunday</td>
<td>Fall Undergraduate Commencement</td>
</tr>
</tbody>
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## SPRING SEMESTER 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Day(s)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 9 - 13</td>
<td>Monday - Friday</td>
<td>Faculty Meeting</td>
</tr>
<tr>
<td>January 16</td>
<td>Monday</td>
<td>Martin Luther King, Jr. Birthday (University Closed)</td>
</tr>
<tr>
<td>January 17</td>
<td>Tuesday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>March 12 - 19</td>
<td>Sunday - Sunday</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>March 20</td>
<td>Monday</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>April 23</td>
<td>Sunday</td>
<td>Honors Day</td>
</tr>
<tr>
<td>May 4</td>
<td>Thursday</td>
<td>Classes End</td>
</tr>
<tr>
<td>May 5</td>
<td>Friday</td>
<td>Reading Day</td>
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<tr>
<td>May 6, 8 - 12</td>
<td>Saturday, Monday - Friday</td>
<td>Final Examinations</td>
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<tr>
<td>May 12</td>
<td>Friday</td>
<td>Spring Graduate Commencement</td>
</tr>
<tr>
<td>May 13</td>
<td>Saturday</td>
<td>Spring Undergraduate Commencement</td>
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</tbody>
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## SUMMER SEMESTER 2017

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<tr>
<th>Date</th>
<th>Day(s)</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 19</td>
<td>Monday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>July 4</td>
<td>Tuesday</td>
<td>Independence Day (University Closed)</td>
</tr>
<tr>
<td>August 13</td>
<td>Sunday</td>
<td>Summer Session Ends</td>
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Revised and Approved by University Council - February 18, 2009
Approved by University Council - December 8, 2004
Graduate Assistantship Roles
The graduate assistantship can be compared with the apprenticeship teaching-learning model. As at other universities nationwide, graduate assistants at Northern Illinois University function both as students and as professionals, enhancing their education by playing this important dual role. As a graduate assistant, you will need a clear understanding of your dual status, being aware especially of the requirements, responsibilities, and privileges of your position as both student and professional.

Graduate assistants function as "professionals in-training" and basically follow a faculty role model. The faculty supervisor (who will be clearly identified) serves as a mentor and provides guidance to the graduate assistant in fulfilling the responsibilities assigned as part of the assistantship. The faculty supervisor is expected to provide continued guidance throughout the assistantship. Experience prior to assuming the graduate assistant role, as well as experience in the graduate assistant role, should result in increasing maturity and autonomy in assigned graduate assistant responsibilities.

Graduate Assistant and Faculty Supervisor Expectations
Clear and direct communication between a graduate assistant (GA) and the faculty supervisor is what makes the difference between an okay experience and a great experience. To encourage clear communication, GAs and their supervisors should document expectations and projects they will be working on during the year. By no means will this be an exhaustive list, but it will serve as documentation of an agreement and provide focus and direction, as well as serve as a means to understand your growth and development.

The GA and faculty supervisor will meet and complete the GA/Faculty Supervisor Agreement Form delineating work hours, site work should be completed, and the projects that will be worked on for the academic year. Be sure to discuss the projects and goals with the faculty supervisor on a regular basis.

The GA Culture
When a Graduate Assistant is hired, she/he becomes a member of a team. Members of this team will depend on the GA to act in a professional manner. Keep in mind that as a GA, you represent your faculty supervisor(s), the Department, and the University.

With this role in mind, here a few things to consider for your success as a GA:

• Perform work assigned completely and thoroughly in a professional and satisfactory manner
• Treat others courteously and professionally
• Be respectful and accepting of others’ opinions and cultures
• Report to work promptly on the agreed upon days
• Communicate with your faculty supervisor regarding tardiness or absences
• Refrain from conducting personal business while working
• Inform the faculty supervisor when reporting to and departing from work
• Acknowledge the busy schedules of other team members and work within specified timelines
• Complete each task thoroughly and double-check all work
• Come to work in business casual attire – remember you represent the University

Your faculty supervisor will inform you of other expectations they may have but these are some general guidelines to get you started on the road to success. Remember: when in doubt—ASK!

Schedules
Post a copy of your work schedule on the door of your assigned office. If you are working from home for a portion of your hours (with the approval of your supervisor), please provide your mobile contact information on the master list should you need to be contacted quickly by the department chair, supervisor or another GA. Finally, make sure your contact information and working hours are listed correctly on the master list that will be posted in the three primary GA office locations.

Time Sheets
All graduate assistants must complete a monthly time sheet which must be approved by the faculty supervisor.

Time sheets are important to document GA work hours in the event of a dispute or concern about work tasks or workload, and to keep track of your own growth and development. Further, the time sheets provide vital data for the department about the types of projects and allocated time GAs work on various projects throughout the year. In essence, the time sheets serve as the physical records of your work and work hours.

Please review the time sheet, which is available online and make sure you understand how to complete the form and the submission process. Further, note the category (teaching, service, research, general, etc.) that the time falls. While every task may not have a corresponding category on the time sheet, you should complete the time sheet as best you can denoting the tasks completed each day. If you have a question, consult with your faculty supervisor to determine which category best suits the work you completed.

The total amount of hours work should equal the total workload or assigned hours for the week. It is important to be as accurate as possible. Use the following code to record hours:

- .25 = 15 minutes of work
- .50 = 30 minutes of work
- .75 = 45 minutes of work
- 1.00 = 60 minutes of work

REMEMBER: Failure to complete the time sheet could lead to disciplinary actions up to, and including, termination. These sheets are easiest when they are completed or updated on a daily basis. It is in your best interest to make sure the time sheets provide an accurate record of your work.
Work-Life Balance

Graduate assistants (GA) will be challenged to find the right balance between academic studies and obligations of their graduate assistantship. You may find it challenging to balance these multiple academic and professional demands with your personal life. Occasionally you may need to find additional resources to help you with academic or personal needs; sometimes you may find yourself in a complex situation that requires objective advice and support. You should utilize your faculty advisor, faculty mentor and supervisor, other GAs, and the department chair to assist you with achieving balance. In the end, however, your most important resource will be your faculty advisor. Successful communication as a GA is paramount to having a successful GA experience.

Graduate assistants are not required to work during semester breaks and holiday periods. **In addition, GAs are expected to work during finals week, but NOT the week after finals.** Graduate assistants who have concerns about the work load or number of work hours should share their concerns with their faculty supervisor and/or the department chair. If there are problems or concerns relative to your work schedule, you should consult the department chair immediately. Please note that the week after finals can be used to make-up hours or to prepare for activities that begin early the next semester and in this case you will need to negotiate how the hours will be adjusted the current or following semester.

**If a supervisor insists you work during semester breaks or holiday periods, you should refer to the University policy at the conclusion of the handbook.**

(Note: The hours for the GA Orientation Program will be counted toward your hours for the week. If, however, your faculty supervisor needs you for to work your normal hours for the week and your schedule allows you to work additional hours, make arrangements—in writing—relative to when you will take a reduced workload.)
POLICIES

Evaluations
During the middle of the semester, faculty supervisors should have an informal meeting with their GAs. This opportunity can be used to resolve any problems that may have arisen, as well as to offer praise and provide other constructive feedback.

Faculty supervisors are responsible for providing each GA with a written formal evaluation at the end of each academic term. This evaluation must be reviewed with the GA. The faculty supervisor will schedule a formal meeting with the GA to discuss the end-of-semester evaluation and offer guidance for professional development. An unsatisfactory evaluation can result in the formal termination of the GA from the current assignment after consultation by both parties with the department chair if the performance of the GA does not improve after a remediation plan is agreed upon by all parties.

Employment Outside of NIU Graduate Assistantship
Students are encouraged not to accept employment other than their graduate assistantship during the term of their appointment. Meeting the academic demands of the program and successfully fulfilling assistantship responsibilities are sufficiently challenging in and of themselves. If you seek employment outside the graduate assistantship, employment on campus must be considered infrequent and irregular. A form for permission for outside employment (located in the CAHE Department) must be completed and turned in to the CAHE office. Because of visa requirements, international students may not accept additional employment during the academic term.

Absence Policy
When a GA is unable to report to work due to illness or an unavoidable doctor’s appointment, the GA must call or email the faculty supervisor(s) to inform of the absence and indicate when and how the missed hours will be made up. If you will need to miss work due to conference attendance or other personal reasons, discuss the absence with the faculty supervisor(s) in advance. In discussing the absence with the faculty supervisor, ensure the requested time off will not place undue hardship on the completion of a project and decide what will be done about the hours that will be missed. Written confirmation must be used to confirm time away from the office whether for professional development or illness. In addition, this will serve as documentation that there was agreement on how the hours would be made up and to minimize assumptions relative to the missed hours.

Request for Keys
Key requests are subject to approval of the department chair. Note: only in rare and unusual circumstances will key requests be approved. Further, possession of keys is dependent on
all paperwork and forms being turned on correctly and promptly throughout the semester. Failure to complete necessary forms and documentation may result in loss of the key.

**Payroll**
Graduate assistants receiving stipends are paid bi-monthly from the start of the academic year, including holiday break through the conclusion of the academic year, generally May 15. The NIU payroll office can verify the issue dates of payroll checks. Direct deposit is mandatory and requires a cancelled check or deposit slip. Generally, you can expect your paycheck to be deposited on the business day closest to the 15th of the month and the last day of the month.

**Tuition Reimbursement**
Along with the stipends, GA’s will also have their tuitions waived for the academic year in which they work. It is important to note, however, that only tuition is waived: Graduate Assistants are still responsible for fees.

**Re-appointment**
A graduate student who holds a GA appointment may be reappointed for an additional period if the following criteria are met: 1) funds are available; 2) academic performance is satisfactory with a minimum 3.0 GPA; 3) responsibilities of previous appointments were satisfactory; and 4) the student’s status as a full-time graduate student is maintained. To be re-appointed as a graduate assistant for the subsequent academic year, you must complete a new GA application each year for consideration and submit to the CAHE Office Manager in Gabel 200 no later than May 15.

**Resignation**
A graduate assistant wishing to resign the assistantship appointment, must submit a signed letter of resignation immediately to the department chair stating the last day of employment (either 15th of the month or the last day of the month). All files and property of the University should be left at the GA on-campus work location, but if this will compromise the materials please leave the items with the department chair. Further, GAs must provide a brief report as to the status of projects and the location of pertinent documents to these projects prior to their departure.

**Reduction of Course Load**
A GA wishing to reduce their course load below 9 hours per semester must complete an underload permit online. Generally, students can reduce their course load no less than 6 hours per semester unless it is the semester of graduation. Please note that a rationale is required when requesting an underload.

**Graduate Assistant Bookstore Discount**
A perk of the GA position is a 10% discount on textbooks (not supplies) from the NIU
University Bookstore. Take a copy of your GA offer letter to the Service Desk along with your unpurchased textbooks. You must show the letter and your NIU OneCard at the service desk (in the Textbook level) and then you purchase your textbooks right there.

**State Officials and Employees Ethics Act (SOEEA) - Mandatory Ethics Training**

Pursuant to the State Officials and Employees Ethics Act (PA 93-0617), the State of Illinois mandates that all employees on the payroll of State agencies and universities must complete an annual mandatory Internet-based ethics training program. All regular and temporary, part-time and full-time faculty, administrative/supportive professional staff, operating staff/civil service employees, graduate assistants, student employees, affiliates, and extra help employees working at Northern Illinois University are required by the State to take the on-line training. This testing typically occurs during the fall semester. Employees will be notified via email by the University and the Office Manager when the testing period is open for the training. Fines for failure to complete the mandatory ethics training are excessive and you are strongly encouraged to complete the training. Questions can be directed to the CAHE Office Manager.
PROCEDURES
Phone and Voice Mail
To make a campus to campus call, dial the seven digit phone number.
On campus numbers are 752-XXXX and 753-XXXX.

To retrieve messages from a phone
Call the CallPilot Mail number, 753-7300.
When prompted for the mailbox, press #.
When prompted, enter the password, then press #

Record your greeting
CallPilot provides two greetings. Callers outside the NIU telephone community hear the
external greeting and callers within the NIU telephone community hear the internal
greeting. If the GA wants one greeting for ALL callers, use the external greeting.

Press 82
Press 1 to record the external greeting or 2 to record an internal greeting
Press 5 to get the tone which is the prompt to begin recording
Press # to end recording. Press 2 to replay, or press 5 to re-record
To exit, press 4.
To log off, press 83.

Email
All employees are automatically given a Outlook email account. To log into Outlook use your
Account ID (“A” number). **GAs should use their GA or employee email for work-related
email to provide a clear separation of student and GA tasks.** If a GA does not know the
account number, they can look it up at [https://password.niu.edu/iaadmin](https://password.niu.edu/iaadmin).

The default Outlook password is their date of birth in YYYYMMDD format. Passwords are
case-sensitive. They are prompted for it each time you open Outlook. Additional
information is located at: [http://www.niu.edu/doit/office365/Outlook/index.shtml](http://www.niu.edu/doit/office365/Outlook/index.shtml)

Computers
As an employee of Northern Illinois University, GAs will be issued an “A” number (Account
ID). GAs should use this ID when logging into a department computer. The departmental
secretary will notify GAs when the login ID has been created. The first time a GA uses a
University computer you will be prompted to change your password. The initial password is
the GAs birthday in the form of YYYYMMDD (for example, 19730920 for September 20,
1973).

If a GA needs to reset /change /lookup the A-ID or password, go to:
[https://password.niu.edu/iaadmin](https://password.niu.edu/iaadmin)
OFFICE SUPPLIES / EQUIPMENT / DATA STORAGE

Supplies
Most of the supplies GAs need (paper, pens, folders, etc.) are in the supply room located in Gabel 200. If supplies that you need for your GA duties are missing from the supply room, please inform the Office Manager.

Scanning / Faxing
Directions for scanning and making a PDF are located in Gabel 200A. The fax machine also serves as the scanner.

There is a fax machine located in Gabel 200A and Graham 416.

Mail and Mailboxes
A mailbox will be set up for GAs and should be checked on a daily basis. The GA mailbox and faculty mailboxes are located in Gabel 200 or in Graham Hall 427.

If GAs need to mail something through inter-campus mail, put the item in an envelope with the person’s name and department and place in the wire basket in Gabel 200A or in Graham 427.

Photocopies
If GAs have less than 15 copies, their faculty supervisor should provide them with a red copy card which can be used in the Learning Center or Library to make copies.

If you need more than 15 copies, the GA must complete a ¼ page form located in the student worker office, Gabel 200A. Once the form is completed, place the form in the copying and typing job box located in Gabel 200A.

Library Faculty Proxy Forms
To check out books for faculty, GAs must complete a Faculty Proxy Form. This form is included with this handbook and copies are available in Gabel 200, and are also available at the Library Circulation Desk. The faculty member will have to complete the bottom half and GAs must return the form to the Library. The process of becoming a proxy for a faculty member takes 3-5 days. It is recommended that GAs get a proxy for a faculty member as early as possible at the beginning of your assistantship. Lastly, be aware that as the supervisor’s proxy that GAs are responsible for any fees incurred.
IMPORTANT UNIVERSITY RESOURCES FOR GRADUATE ASSISTANTS

Disability Resource Center
The Disability Resource Center’s mission is to create a universally accessible environment at NIU where individuals are viewed on the basis of their ability, not disability, during their academic and non-academic pursuits at NIU. Graduate Assistants with disabilities are strongly encouraged to contact CAAR for services. http://www.niu.edu/caar/index.asp

Counseling & Student Development Center
The mission of the Counseling and Student Development Center is to support the academic, emotional, social, and cultural development of students. NIU's student-centered programs include counseling, assessment, crisis response, outreach, consultation, training, and educational services. The center helps students address personal challenges and acquire the attitudes, abilities, and knowledge that will enable them to take full advantage of their college experience. http://www.niu.edu/csdc/

International Student and Faculty Office
The primary responsibility of the staff of the International Student and Faculty Office (ISFO) is to advise international students and faculty on ways to succeed academically, socially, and culturally at Northern Illinois University. http://www.niu.edu/ISFO/index.shtml

Learning Center
The Learning Center, located in the lower level of Gabel Hall, provides a friendly and comfortable learning environment for students, faculty, and staff. Graduate assistants can make copies, print, make PDFs, ask for computer/software advice, and get a cup of coffee. The Learning Center also offers tape recorders for check-out for a limited period. http://www.cedu.niu.edu/learningcenter/

Library
The NIU Libraries are committed to supporting the teaching, research and outreach efforts of the university and serving the northern region of Illinois through its collections, preservation efforts and access to information in all of its various formats. Graduate assistants should immediately obtain a proxy form from the Library, so they can obtain materials for faculty. GAs are encouraged to become familiar with educational resources/databases specific to the discipline of faculty member to ensure maximum productivity with assisting faculty. http://www.ulib.niu.edu/
Parking
NIU Campus Parking Services is located at 121 Normal Road, DeKalb, IL (the northwest corner of Normal Road and Lincoln Highway/Route 38). The telephone number is 815-753-1045. Graduate assistants can use their appointment letter from the department to gain access to yellow parking. For quick processing, it is recommended that the appointment letter is used. Any and all parking fees are the responsibility of, and are to be paid by, the graduate assistant.
http://www.niu.edu/Parking/

University Writing Center
The University Writing Center in Stevenson Towers South, Lower Level offers undergraduates, graduates, staff, and even faculty, a place to talk one-on-one with trained consultants about their writing.
http://uwc.niu.edu/

Career Planning and Placement
Career Services is a one-stop career development resource for NIU students and alumni.
http://www.niu.edu/CareerServices/

Campus Recreation
All fee-paying NIU students from the DeKalb campus are automatically members of Campus Recreation for the semester in which they paid the fees. A valid NIU OneCard ID is required for access to both the Student Recreation Center and the Chick Evans Field House. Students also have access to Anderson and Gabel pools. Students currently living in an on-campus residence hall also have access to New Hall fitness room with their hall access card.

Facilities include the Student Recreation Center (SRC) and Chick Evans Field House (FH), plus an Adventure Center, New Hall Fitness Center (NH), Gilbert Hall Fitness Center (GH) and the Outdoor Recreation Sports Complex (ORSC), and two swimming pools at Gabel and Anderson Hall. Open Recreation, Fitness and Wellness, Outdoor Adventures, Intramural Sports, Sport Clubs, and Aquatics programs occur in these facilities, enabling patrons to engage in activities and learning opportunities that enhance personal health and well-being.

Business Operations are conducted at the Campus Recreation Center.

Health Enhancement & Victim Advocacy Services
Health Enhancement is the health promotion department within the Division of Student Affairs and Enrollment Management at NIU. In support of the mission of Northern Illinois University, Health Enhancement strives to provide student-centered, relevant health
promotion information, materials and interventions to assist students as they pursue their academic goals.

Health Enhancement is funded by a portion of the student health fee with additional funding from the NIU Student Association. The staff consists of four health educators, a health consultant, a full-time office support specialist, and a small group of graduate and undergraduate students.

They are located in several areas within Evans Field House on the southeast corner of Lucinda and Annie Glidden. The entrance is located at the southeast corner of the building, across from Graham Hall.

www.niu.edu/health

Victim Advocacy Services (VAS) at Northern Illinois University is available to provide free and confidential services to ALL students who have been directly or indirectly impacted by sexual assault, dating violence, domestic violence, and stalking.

www.niu.edu/vas

**Department of Police & Public Safety**
The Department of Police & Public Safety is a full-service police agency devoted to excellence in service in support of the advancement of knowledge and student-career and life success. Their primary goal is to ensure a safe and secure educational and working environment for students, faculty, staff and visitors. They also work closely with the City of DeKalb Police and other law enforcement agencies to proactively reduce crime and address quality of life issues in the community.

Non-Emergency Phone: 815-753-1212
E-mail: niupd@niu.edu
http://www.niu.edu/publicsafety/

**Campus Child Care**
Part-time and full-time child care is available to all NIU students, faculty, and staff pending opening at the facility. NIU Campus Child Care offers quality care to children ages 3 months to 5 years (along with a summertime school-age program for children ages 6 to 8). The program is licensed through the state of Illinois and accredited through the National Academy of Early Childhood Programs.

www.niu.edu/ccc
GRADUATE ASSISTANT ORGANIZATIONS AND EVENTS

The Adult and Higher Education Student Association (AHESA) offers activities and programs promoting scholarship, social interchange and professional development to enhance the overall educational experience of students in the Adult and Higher Education program. Search for NIU Student Association on facebook and join the group for updates about their events and activities.

The Northern Illinois University Counseling Association (NIUCA) offers graduate students opportunities to promote scholarship, network, and offers professional development to enhance the co-curricular experiences of counseling students.

http://www.sa.niu.edu/ca.html

Graduate Student Research Association Annual Conference is usually held in the spring of each semester. The program consists of paper sessions and poster presentations. Examples of past workshops led by Northern Illinois University faculty and students have included using technology in research and grant writing.

There are several other program specific events that you will hear about from program faculty, peers, CAHE website, or through Facebook.
LOANS, FELLOWSHIPS, AND OTHER AWARDS
The information from this section has been taken directly from the 2014 – 2015 Northern Illinois University Graduate Catalog. Some sections have been omitted for the sake of brevity. The full catalog can be found on the NIU Graduate School website. Please use the following information to help guide your financial decisions in regard to your enrollment in graduate school at NIU.

Loans
Information on student loan programs may be obtained from the Student Financial Aid Office. Students should particularly be aware that their classification (graduate, student-at-large, or postgraduate) and the nature of their course load (graduate or undergraduate courses, and whether courses are taken for credit or audited) may affect their eligibility for certain types of financial assistance, and are encouraged to seek advice about their individual situation prior to enrolling each term. In general students-at-large are not eligible for federal student loans.

Federal Direct Loan Program
Federal Direct Loans (DL) are low interest loans that are borrowed through the U.S. Department of Education by the student. The borrower is responsible for paying interest which accrues during the in-school period. Eligible students may borrow from $100 to $20,500 per year, up to a $138,500 combined undergraduate and graduate maximum.

A student applicant must be a citizen of the United States or eligible non-citizen; admitted to a graduate program, attending school at least half-time in graduate level courses per semester not including audits (graduate student-4.5 hours, eligible student-at-large-6 hours, law student-9 hours (as determined by the law school); capable of recognizing and accepting the responsibility of ultimate repayment of any loan indebtedness; not in default on any previous loans and not owing a refund on any Title IV financial aid.

All applicants must file the Free Application for Federal Student Aid (FAFSA) each year, preferably by NIU’s March 1st priority due date, and submit it via the internet at http://fafsa.gov to determine their eligibility. You can also obtain a paper application by contacting the Federal Student Aid Information Center at 1-800-433-3243. If you are hearing-impaired and have questions, please contact the TTY line at 1-800-730-8913. The amount of the loans and all other financial aid cannot exceed the cost of education. Interest on loans must be paid every quarter while the student is in school.
Students will be sent an award notification to their student Z-ID email account notifying them of their loan eligibility. Loan funds will be disbursed each semester to students enrolled at least half-time in graduate level courses at the beginning of each semester.

For additional information on avenues through which you can finance your education please visit http://www.grad.niu.edu/grad/financing/index.shtml.

**Fellowships and Other Awards**

Graduate School Fellowships are available to a limited number of outstanding students. Full tuition (whether in-state or out-of-state) is waived for recipients via a tuition-waiver scholarship. Selection is based on academic achievement and departmental recommendation—not financial need. Recipients must enroll for at least 9 semester hours each semester. Students in programs other than doctoral programs are eligible. A student seeking nomination for one of these awards must apply through her or his major department and should contact the chair of the major department. NIU Graduate School Fellowships are awarded in the spring for the following academic year.

The Graduate School Minority/Jeffrey T. Lunsford Fellowships are awarded to superior minority students fully admitted to the Graduate School. (Provisionally admitted students, students admitted with stipulation, and students-at-large are ineligible.) These fellowships enable minority students to pursue a degree other than a doctoral degree. The stipend for this fellowship is $6000, and the fellowship includes a tuition-waiver scholarship. Support is available only to U.S. citizens and permanent residents who are members of the following underrepresented groups: African Americans, Latinos, and Native Americans. Awards are made by the Graduate School with the concurrence of the students’ major departments.

Dissertation Completion Fellowships are available for a limited number of doctoral students finishing their dissertations. For full-time students, these nine-month awards carry a stipend plus a tuition-waiver scholarship. For part-time students, the awards carry a tuition-waiver scholarship, but no stipend. A student applies for one of these awards by submitting a dissertation research proposal to her or his major department, which may recommend the student to the Graduate School for this support.

Carter G. Woodson Scholars are outstanding minority students enrolled in full-time study in doctoral programs in which minorities are underrepresented. The Carter G. Woodson Scholars Program enables current minority teachers/scholars to undertake study for doctoral degrees and in the process achieve greater recognition in their fields and develop professional associations for more effective and productive academic careers. The stipend for these scholars is $14,300 per year plus a one-time $500 travel and relocation allowance; and a full tuition-waiver scholarship is granted for the duration of the award. Renewal for a
second year of funding is based on academic progress toward degree completion. A student may not hold a Carter G. Woodson scholarship for more than two academic years. Support is available only to U.S. citizens and permanent residents. Awards are made by the Graduate School with the concurrence of the students’ major departments.

For information on externally funded fellowships, the graduate student should contact the Office of Sponsored Projects' Grants and Fellowships Office which has organized files on hundreds of federal, state, and private funding programs, as well as on each of the internally funded programs listed above; detailed synopses of these have been compiled into a grants and fellowship directory. Individual descriptions include the name, type of support, purpose, eligibility requirements, award amounts, application information, and deadline dates of the granting institution or agency. Directories are currently available for review in the Graduate School and in each department and college office. Staff members of the Grants and Fellowships Office are available to assist students in using the directory and in preparing and submitting applications for externally based fellowships. In addition, some academic departments maintain information on external fellowship and student grant support in their specific fields of study.
Appendix A
Northern Illinois University Policies Pertaining to Graduate Assistantships

• Graduate assistants will be designated as:
  • Teaching Assistants: who aid in the instructional functions of the university and are engaged in oral instruction.
  • Non-instructional Teaching Assistants: who aid in the instructional functions of the university and do not have an involvement in oral instruction.
  • Research Assistants: who assist faculty and staff with academic and other research.
  • Staff Assistants: who assist in roles other than teaching or research; e.g., as residence hall advisers, counselors, administrative assistants, or library assistants.

• Graduate assistants are appointed by administrative units of the university receiving a budgetary allocation for this purpose, subject to compliance with current policies.

• Graduate assistant appointments are contingent upon students being admitted to the Graduate School; this admission may be "conditional," "tentative," "provisional," or "with stipulation." For conditional admission, if the student fails to meet the conditions designated, admission to the Graduate School is subject to termination, which results also in termination of any assistantship. Offers tendered prior to admission to the Graduate School must carry the condition that the appointment is contingent upon admission. A graduate assistantship appointment may not begin before the end of the term preceding the students’ term of admission to the Graduate School. Students enrolled in the category of student-at-large are not eligible for appointments as graduate assistants.

• Appointments shall be full-, three-quarter-, or half-time. It shall be the prerogative of the university to determine the appropriate duties of graduate assistants. Assistants holding a full-time appointment will be expected to render not more than 20 hours of service per week, those on three-fourths appointment not more than 15 hours per week, and those on half-time appointment not more than 10 hours per week. A student may hold two graduate assistantships for which the terms of appointment overlap only if each of the assistantships is half-time during the period of overlap. Graduate assistants will be required to perform duties during periods of their appointment when the university faculty is regularly on duty. Requirements for performance of duties during university recess periods or other specific times must be agreed upon in advance in writing, preferably at the time of the appointment, between the graduate assistant and the employing university unit.

• Graduate assistantships are intended to support students pursuing graduate degrees. A student may hold a graduate assistantship for not more than one academic term beyond graduation from
a graduate degree program, unless the student is admitted to and is enrolled in an additional graduate program. (Graduate Council, November 1, 1993)

- Graduate assistants shall be graduate students in good standing on the effective dates of their appointment. Assistants shall have their appointments terminated if, during the term of their appointments, they (1) are academically dismissed or (2) fail to achieve good standing after one academic semester, excluding summer session, in probationary status. Any deviation from termination due to probationary status shall be possible only upon request from the major department with final approval by the office of the Dean of the Graduate School.

- Each year the Graduate Council will determine and announce the maximum and minimum monthly assistantship stipends for the following year (August 16 - August 15). The minimum will be half the maximum. Stipends outside of this range may be approved, in special cases, by the Dean of the Graduate School.

- Under the Federal Tax Reform Act of 1986 (Public Law 99-514), graduate assistantship stipends are considered wages and hence must be reported as taxable income.

- Full-, three-quarter- and half-time graduate assistants receive a full tuition-waiver scholarship during the period of their appointment; however, all fees due are to be paid by the student. Tuition waivers typically cannot be used for international courses and are not applicable to some contract courses. In addition, they may receive a tuition-waiver scholarship for a summer session adjacent to their term of appointment (either the preceding or the following summer), providing they are graduate students during that summer. If an assistantship does not extend over an entire academic term, the student is liable for the payment of in-state or out-of-state tuition, depending upon his or her residency, for the remainder of the term.

- Graduate students holding assistantships during a fall or spring semester are expected to enroll in 9 semester hours of course work. In the summer session, graduate assistants are expected to enroll for 6 semester hours. Reduction of up to 3 semester hours in the course load must be approved by the assistant's major department chair. Reduction of up to 3 semester hours in the course load must be approved by the assistant's major department chair with submission of an underload permit to the Associate Dean of the Graduate School. Reduction of more than 3 semester hours in the course load must be approved in advance, in writing (via the petition for Underload for Graduate Student form), by the assistant's major department chair and the office of the Dean of the Graduate School. International graduate students on an F1 or J1 visa must enroll in 9 semester hours in the fall and spring semesters, unless receiving permission, in advance, for fewer hours from the office of the dean of Graduate School.

- Graduate student fees automatically include health insurance coverage only if the student is enrolled for at least 9 semester hours of course work in a semester or summer session. Other students may elect to purchase health insurance by contacting the student insurance office at the start of the academic term. The University provides no life insurance coverage for graduate assistants.
• No student holding a faculty, administrative, or civil service position at Northern Illinois University may concurrently hold a graduate assistantship. A graduate assistant may not accept additional employment in any capacity with Northern Illinois University except by permission of the chair of the major department, the student's academic adviser, the head of the unit in which the graduate assistantship is held, and the office of the Dean of the Graduate School. Graduate assistants should not begin working outside their assistantship assignment prior to permission from the Graduate School.

• Appointment as a graduate assistant does not give faculty status; an assistant's status is that of a graduate student. As such, the assistant is expected to abide by regulations pertaining to such students.

• Northern Illinois University subscribes to the Resolution adopted by the Council of Graduate Schools which, among other provisions, states that in order to accept an offer of employment at another institution after April 15, prospective graduate assistants must first obtain a written release from any other institution to which a previous commitment has been made. At NIU, this release must come from the employing unit.

• A student may not resign an assistantship at NIU and immediately accept another at NIU. A new appointment may commence no sooner than one month after the effective date of resignation, or the start of the academic term immediately following that date, whichever is later, unless a written release from the initial hiring unit is submitted.

• Students accept assistantship appointments for the specific time period specified in the offering letter and should not expect routine renewal or extension of appointments. The employing unit, Graduate School, or Graduate Assistantship Employment at Human Resource Services, may terminate an assistant for cause; failure to report on the announced report date is grounds for immediate termination of the assistantship. If an assistantship is terminated during an academic term, the student should expect there to be some tuition liability for that term.

• Graduate assistants are eligible to purchase parking permits, allowing the assistants to park in lots designated for graduate assistants.

• Graduate assistants are eligible to apply for a Holmes Student Center Bookstore credit card and are eligible for a discount on books purchased at that bookstore.

• The Federal Immigration Reform and Control Act (IRCA) of 1986 mandates that any graduate assistant employed by Northern Illinois University after November 6, 1986 must either be a U.S. citizen or possess current employment authorization from the U.S. Immigration and Naturalization Service (INS). According to federal law, the assistant must present original documentation of the U.S. citizenship or employment authorization within three days of the start of duties (the reporting date) or risk cancellation of the assistantship.

• On the basis of Illinois law, a student whose native language is not English must demonstrate competence in spoken English in order to be appointed a graduate teaching assistant engaging
in oral classroom instruction (unless the language of instruction is not English). A minimum score of 50 on either the Speaking Proficiency English Assessment Kit (SPEAK) administered at NIU or the Test of Spoken English (TSE) has been set by the university for this purpose. Departments desiring to require higher TSE scores are free to do so; those desiring to employ in an oral classroom instructional capacity a student whose TSE score is below the minimum level must receive advance approval of the office of the Dean of the Graduate School.

- The State of Illinois mandates that no state agency (including a state university) may initially employ or retain in employment any individual who is in default on an educational loan for a period of six months or more and in the amount of $600 or more unless a satisfactory loan repayment arrangement is made no later than six months after the start of employment. As defined in Public Act 85-827 (paragraph 3552a), an educational loan includes any student loan made possible through funding from the State of Illinois or any other loan from public funds from Illinois or elsewhere, made for the purpose of financing an individual's attendance at an institution of higher education. In order to comply with the Act, every university employee must sign a written statement declaring whether he or she is in default as described above. The statement is contained on the Personal Data Form. If in default, the student must, in order to retain the assistantship for more than six months, make a "satisfactory repayment arrangement" with the lender/guarantor. The act specifies that a "satisfactory" repayment arrangement may not exceed 20 percent of the gross monthly income of the borrower.

- Illinois statute (Illinois School Code 5/30-17.1, "Scholarships-Draft Registration" requires students receiving state funded financial aid (i.e., tuition waiver scholarship associated with a graduate assistantship appointment) submit Selective Service Registration Compliance documentation to the university.

Additional Northern Illinois University policies pertaining to Northern Illinois University graduate assistants can be found in the online Academic Policies & Procedures Manual located at: http://www.niu.edu/provost/policies
Appendix B
Organizational Chart
Northern Illinois University
College of Education

Basic Organizational Chart

Dean
College Senate

Associate Dean
Curriculum & Advising
Academic
Assessment
Advising & Student Services
Recruitment
Publications

Learning Center
Technology Services
Research, Evaluation & Policy Studies
Web
Space

External Programs
Alumni Relations
Development
Partnerships & Clinical
Business Services
Center for Child Welfare and Education

CAHE Chair
Counseling, Adult and Higher Education Department

EDRA Chair
Educational Technology, Research and Assessment Department

KNPE Chair
Kinesiology and Physical Education Department

LEPP Chair
Leadership, Educational Psychology and Foundations Department

LTCY Chair
Literacy Department

TLRN Chair
Teaching and Learning Department

College Council

Academic Departments
**Appendix C**  
**College of Education Contacts**

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling, Adult and Higher Education (CAHE)</td>
<td>Gabel 200</td>
<td>(815) 753-1448</td>
<td><a href="mailto:cahe@niu.edu">cahe@niu.edu</a></td>
</tr>
<tr>
<td>Educational Technology, Research and Assessment (ETRA)</td>
<td>Gabel 208</td>
<td>(815) 753-9339</td>
<td><a href="mailto:etra@niu.edu">etra@niu.edu</a></td>
</tr>
<tr>
<td>Kinesiology and Physical Education (KNPE)</td>
<td>Anderson 223</td>
<td>(815) 753-8284</td>
<td><a href="mailto:knpe@niu.edu">knpe@niu.edu</a></td>
</tr>
<tr>
<td>Leadership, Educational Psychology and Foundations (LEPF)</td>
<td>Graham 223</td>
<td>(815) 753-4404</td>
<td><a href="mailto:lepf@niu.edu">lepf@niu.edu</a></td>
</tr>
<tr>
<td>Literacy Education (LTCY)</td>
<td>Gabel 147</td>
<td>(815) 753-8556</td>
<td><a href="mailto:ltcy@niu.edu">ltcy@niu.edu</a></td>
</tr>
<tr>
<td>Teaching and Learning (TLRN)</td>
<td>Gabel 159</td>
<td>(815) 753-1619</td>
<td><a href="mailto:tlrn@niu.edu">tlrn@niu.edu</a></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>Dean's Office Contact</strong></th>
<th><strong>Position</strong></th>
<th><strong>Location</strong></th>
<th><strong>Phone</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>La Vonne I. Neal</td>
<td>Dean</td>
<td>Graham Hall 321</td>
<td>753-9055</td>
</tr>
<tr>
<td>Connie Fox</td>
<td>Associate Dean of Curriculum</td>
<td>Graham Hall 320</td>
<td>753-9056</td>
</tr>
<tr>
<td>Jeffrey B. Hecht</td>
<td>Associate Dean of Technology, Research, and Faculty Innovation</td>
<td>Graham Hall 319</td>
<td>753-7447</td>
</tr>
<tr>
<td>Margaret Myles</td>
<td>Director, Advisement Services</td>
<td>Graham Hall 327</td>
<td>753-8355</td>
</tr>
<tr>
<td>LaMetra Curry</td>
<td>Coordinator, Recruitment Services</td>
<td>Graham Hall 331</td>
<td>753-4303</td>
</tr>
<tr>
<td>Betsy Hall</td>
<td>Assistant to the Dean</td>
<td>Graham Hall 325</td>
<td>753-5324</td>
</tr>
<tr>
<td>Patricia Wielert</td>
<td>Administrative Assistant I</td>
<td>Graham Hall 321B</td>
<td>753-9057</td>
</tr>
<tr>
<td>Cathy Kubasiak</td>
<td>Office Administrator</td>
<td>Graham Hall 322</td>
<td>753-1940</td>
</tr>
<tr>
<td>Patricia Crumpacker</td>
<td>Office Support Specialist</td>
<td>Graham Hall 321</td>
<td>753-1949</td>
</tr>
<tr>
<td></td>
<td>Office Manager</td>
<td>Graham Hall 319</td>
<td>753-9333</td>
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<thead>
<tr>
<th><strong>Office</strong></th>
<th><strong>Location</strong></th>
<th><strong>Phone</strong></th>
<th><strong>Contact Person / E-mail</strong></th>
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</thead>
<tbody>
<tr>
<td>Advising &amp; Student Services</td>
<td>Graham 327</td>
<td>(815) 753-8352</td>
<td>Margaret G. Myles</td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>Graham 237</td>
<td>(815) 753-8370</td>
<td>Kate Braser</td>
</tr>
<tr>
<td>Child Welfare &amp; Education Center</td>
<td>817 W Lincoln Hwy</td>
<td>(815) 753-4321</td>
<td>Angela Baron-Jeffrey</td>
</tr>
<tr>
<td>Dean's Office</td>
<td>Graham 321</td>
<td>(815) 753-1949</td>
<td>Patricia Crumpacker</td>
</tr>
<tr>
<td>Development</td>
<td>Graham 319A</td>
<td>(815) 753-1137</td>
<td>Christine Radtke</td>
</tr>
<tr>
<td>External Programs</td>
<td>Graham 237</td>
<td>(815) 753-6907</td>
<td>Terry Borg</td>
</tr>
<tr>
<td>Learning Center</td>
<td>Gabel 8</td>
<td>(815) 753-1241</td>
<td>Rich Casey</td>
</tr>
<tr>
<td>Department</td>
<td>Location</td>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
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</tr>
<tr>
<td>Partnerships &amp; the Morgridge</td>
<td>Gabel 155</td>
<td>(815) 753-6994</td>
<td>Sharon Smaldino</td>
</tr>
<tr>
<td>Endowed Chair in Teacher Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recruitment Services</td>
<td>Graham 331</td>
<td>(815) 753-1729</td>
<td><a href="mailto:coerecruit@niu.edu">coerecruit@niu.edu</a></td>
</tr>
<tr>
<td>Research, Evaluation, and Policy</td>
<td>Graham 243</td>
<td>(815) 743-1646</td>
<td><a href="mailto:reps@niu.edu">reps@niu.edu</a></td>
</tr>
<tr>
<td>Studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology Services</td>
<td>Graham 431</td>
<td>(815) 753-9024</td>
<td><a href="mailto:ceduhelp@niu.edu">ceduhelp@niu.edu</a></td>
</tr>
</tbody>
</table>
Appendix D
Monthly CAHE GA Time Sheet
### Graduate Assistant Monthly Time Sheet

**Name:**

**Faculty Supervisor:**

**Total Monthly Hour(s):**

**Directions:** For each day worked during the week, provide the date and brief description of tasks performed in your role as Graduate Assistant. Be concise, but thorough. REMEMBER: the time sheets are for your records, not for review; and the protection of privacy. Please remove bottom section before printing and returning.

<table>
<thead>
<tr>
<th>Date</th>
<th>Research</th>
<th>Teaching</th>
<th>Training</th>
<th>Administrative</th>
<th>Other</th>
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<td>Control/Editor for Conference Presentations</td>
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<td></td>
<td>Material handling</td>
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<td>1.50</td>
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</tr>
</tbody>
</table>

**Total this sheet:** 23.50

**GA Signature:**

**Supervisor Signature:**
Appendix E
GA Evaluation Prep Form

Graduate Assistant Evaluation Preparation Form

Ideally, you should plan to complete the Evaluation Preparation Form approximately one week before your supervisor’s evaluation due date in order for your supervisor to more thoroughly complete your evaluation. This form is due to your supervisor by Thursday, May 5, 2016. The due date for supervisors’ evaluations of their GAs is Friday, May 13, 2016.

GA Name: Job Title:
Department: Supervisor:
Position Number: Date:

The questions below are intended to assist you in preparing for your evaluation. Use the space below to make any comments you have related to your job or your performance. Please discuss an appropriate due date for this form with your supervisor so that the questions can be discussed thoroughly during your evaluation meeting. Respond based on your job experiences within the last semester. Feel free to use additional pages, if necessary.

1. Describe strengths you have developed or goals you have accomplished over the course of this semester in relation to the following competency areas:

Leadership: __________________________________________________________
________________________________________________________
________________________________________________________

Administration: ______________________________________________________
________________________________________________________
________________________________________________________
2. Take a moment to assess strengths you would like to continue developing or goals you would like to accomplish through the rest of this year (or for the next academic year) in relation to the following competency areas:

   **Leadership:**
   
   
   
   
   
   
   

   **Administration:**
   
   
   
   
   
   
   

   **Programming:**
   
   
   
   
   
   
   

   **Diversity/Inclusion:**
   
   
   
   
   
   
   

   **Communication:**
   
   
   
   
   
   
   

   **Professional Identity:**
   
   
   
   
   
   
   

3. I feel I make the greatest contribution to my department by:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

4. This position has prepared me for the next semester in the following ways:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
5. I would like to gain more experience, training, or education in:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

6. I have participated in the following opportunities for professional development:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

7. My goals for the next semester include:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

33
8. Additional supervisory or peer feedback would be helpful/important in the following areas:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

9. Other reflections or comments:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________