



Counseling, Adult and Higher Education

Graduate Assistant Handbook



Northern Illinois
University

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NORTHERN ILLINOIS UNIVERSITY

Department of Counseling, Adult and Higher Education

College of Education

Welcome Message from Counseling, Adult and Higher Education Department Chair Suzanne Degges-White



Congratulations on being selected as a graduate assistant (GA) 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, 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,

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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 or departmental policies.

Academic Calendar

The annual academic calendar is available online: <https://niu.edu/academics/calendars/>

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 and the faculty supervisor is what makes the difference between an OK 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 that 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, they become a member of a team. Members of this team 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 are 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 your 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 = 13-27 minutes of work

.50 = 28-43 minutes of work

.75 = 44-53 minutes of work

1.00 = 54-60 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 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 workload 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 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 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 in 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 bimonthly 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 tuition 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.

Reappointment

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 reappointed 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 Hall, Room 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 nine hours per semester must complete an underload permit online. Generally, students can reduce their course load no less than six 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

One perk of the GA position is a 10 percent 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 NIU are required by the state to take the online 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

Dial 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 an Outlook email account. To log in to 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 password.niu.edu/iuadmin.

The default Outlook password is their date of birth in YYYYMMDD format. Passwords are case-sensitive. They are prompted for it each time Outlook is opened.

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, they will be prompted to change their 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 or lookup their A-ID or password, go to: password.niu.edu/iuadmin.

OFFICE SUPPLIES, EQUIPMENT and DATA STORAGE

Supplies

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

Scanning and Faxing

There is a fax machine located in Gabel Hall, Room 200A. Directions for scanning and making a PDF are also located in Gabel Hall, Room 200A. The fax machine also serves as the scanner.

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 Hall, Room 200 or in Graham Hall, Room 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 Hall, Room 200A or in Graham Hall, Room 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 quarter-page form located in the student worker office, Gabel Hall, Room 200A. Once the form is completed, place the form in the copying and typing job box located in Gabel Hall, Room 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 Hall, Room 200, and are also available at the library circulation desk. The faculty member will have to complete the bottom half, and GA 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 their assistantship. Lastly, be aware that as the supervisor's proxy that GAs are responsible for any fees incurred.

IMPORTANT UNIVERSITY RESOURCES FOR GRADUATE ASSISTANTS

Northern Illinois University Policies Pertaining to Graduate Assistantships

The university GA policies supersede department-level policies, and should work in cooperation to university graduate student codes of conduct. A complete outline of the [policies pertaining to graduate assistances](#) across university departments can be viewed online.

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 nonacademic pursuits at NIU. Graduate assistants with disabilities are strongly encouraged to [contact the DRC for services](#).

Counseling and Consultation Services

The mission of the [Counseling and Consultation Services](#) 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.

International Student and Faculty Office

The primary responsibility of the staff of the [International Student and Scholar Services](#) is to advise international students and faculty on ways to succeed academically, socially and culturally at NIU.

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.

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.

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.

University Writing Center

The [University Writing Center](#) in the lower level of Stevenson Towers South offers undergraduates, graduates, staff and even faculty a place to talk one-on-one with trained consultants about their writing.

Career Services

NIU [Career Services](#) is a one-stop career development resource for NIU students and alumni.

University Recreation and Wellness

All fee-paying NIU students from the DeKalb campus are automatically members of University Recreation and Wellness 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 the Anderson Hall swimming pool. 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 the Anderson Hall swimming pool. 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 Student Recreation Center.

Department of Police and Public Safety

The [Department of Police and 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

Email: niupd@niu.edu

Child Development and Family Center

Part-time and full-time child care is available to all NIU students, faculty and staff pending opening at the facility. NIU [Child Development and Family Center](#) 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.

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.

The 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 NIU 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.

Financial Aid

Financial aid is available in the form of graduate assistantships, scholarships, fellowships and certain grants. Graduate assistantships are limited, but first priority for assignment of departmental positions goes to doctoral students. Students with graduate assistantships receive a tuition waiver for all courses EXCEPT the six credit hours of internship. Students are also responsible for all student fees and health insurance (if applicable). More information can be found in the graduate assistantship section of this handbook.

Graduate Assistantships

[The Graduate Student and Assistantship Recruitment Program \(GSARP\)](#) is a collaborative effort between the Division of Student Affairs and the Counseling, Adult and Higher Education (CAHE) department in the College of Education. This partnership provides students with a vigorous academic program and a hands-on practical experience to develop successful and effective Student Affairs practitioners. Participation in GSARP provides students with an opportunity to learn about the benefits of becoming a graduate assistant within the Division of Student Affairs or one of the several partnering departments. There are two separate GSARP events. Read below to determine which event is most applicable to you.

Students are strongly encouraged to seek out graduate assistantships available throughout campus. [NIU's Graduate School](#) provides information for positions outside of department. Students cannot hold a graduate assistantship and regular NIU employment, such as a Supportive Professional Staff position, concurrently.

Finding a graduate assistantship requires time and planning. Most offices interview for graduate assistant positions in the spring semester to fill fall semester positions.

The number of graduate assistantships for counseling students within the CAHE department is extremely limited. Additional places to inquire for open positions include the Student Housing Offices in Neptune Hall East, Gender and Sexuality Resource Center, CHANCE

program, Office of the Ombudsperson, Career Services, and the Disability Resource Center to name a few.

Scholarships and Fellowships

Eligible students may wish to consider applying for a Rhoten A. Smith assistantship. The Rhoten A. Smith Assistantship Program has been established at NIU to help provide graduate assistantships to minorities and white women enrolled in graduate programs in which these groups are underrepresented. The program, named in honor of the university's sixth president, represents part of the institution's commitment to increasing access to graduate education. For more information, please go visit the [fellowships website](#).

Students not admitted to the Graduate School are not eligible to receive graduate assistantships. Also, assistantships do not provide payment of students' fees. Students who hold assistantship appointments should be prepared to pay the full amount of fees in accordance with published university procedures.

Other fellowships include:

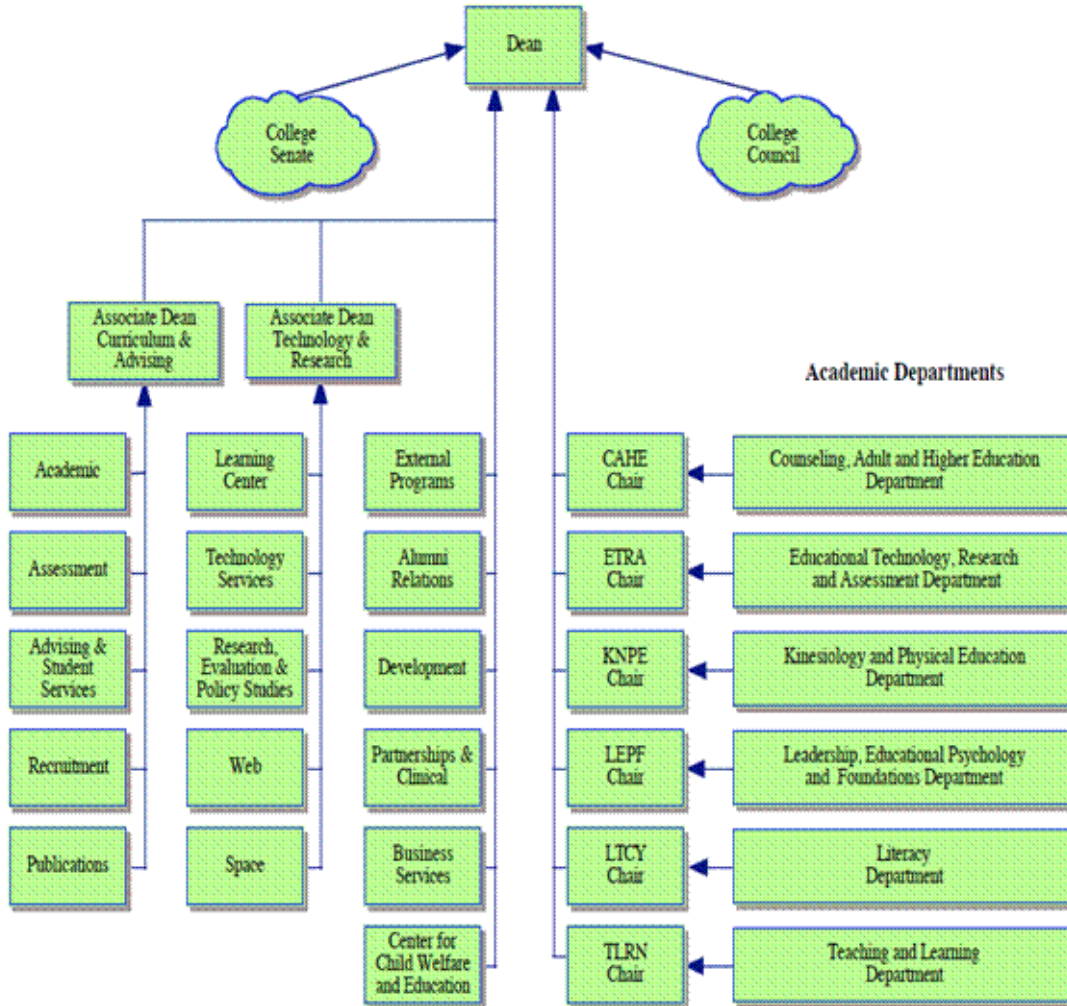
- The Graduate School Minority/Jeffrey T. Lunsford Fellowships
- Dissertation Completion Fellowships
- Carter G. Woodson Fellowships

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. 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: Organizational Chart

Northern Illinois University
College of Education

Basic Organizational Chart



Appendix B: CAHE GA Time Sheet

Counseling, Adult and Higher Education Department
 Graduate Research Assistant Time Sheet: FY 20_____

GA Name: _____ GA EMPL ID: _____
 Faculty Supervisor Name: _____ Month/Year: _____

DIRECTIONS: For each day worked, provide the date, select the work category from the drop down menu, and type a brief description of tasks performed in your role as a Graduate Assistant. Be concise, but thorough.
REMEMBER: the time sheets are for your growth, our records, and the protection of everyone. Please do your best to complete them properly and professionally. Submit to Gable 200 on last day worked each month.
Use the following formulas to determine hours spent:
 .25 = 15 minutes .50 = 30 minutes .75 = 45 minutes 1.0 = 60 minutes

Date	Work Category(ies)	Work tasks	Hours
7/18/2016	Teaching	classroom instuction	2.50
7/19/2016	Research and Teaching	recruiting participants; grading	4.25
7/20/2016	Administration	filing; returning calls; handbook editing	3.00
7/21/2016	Teaching	classroom instuction	2.50
7/22/2016	Research and Teaching	recruiting participants; grading	4.50
7/25/2016	Administration	filing; returning calls; handbook editing	3.00
7/26/2016	Research	Literature review writing	4.00
7/27/2016	Research	data cleaning	1.00
7/28/2016	Research	coding	2.75
7/29/2016	Resaerch and Admin	participant recruitment; research team planning; presenting; returning office calls	6.25
	use drop menu		
	use drop menu		
	use drop menu		
	use drop menu		
	use drop menu		

Total hours this log: 33.75

GA Signature: _____

Date: _____

Faculty Supervisor Signature: _____

Date: _____

Appendix C: CAHE GA End of Semester Evaluation

Graduate Assistant Evaluation

GA Name: _____

Review Period: _____

Please circle area of appointment: Counseling Higher Education

<p>Category Ratings (rank how well GA performs the duties below)</p> <p>4 = Exemplary - The graduate assistant has consistently exceeded achieving this skill. 3 = Exceeds Expectations- The graduate assistant has frequently exceeded achieving this skill. 2 = Meets Expectations - The graduate assistant has consistently achieved this skill. 1 = Partially Meets Expectations - The graduate assistant has sometimes achieved this skill, but could use some more opportunities for improvement. 0 = Fails to Meet Expectations - The graduate assistant has not met the objectives to attain this skill.</p>	
<p>Communication: Utilizing effective formal and informal communication skills in oral and written form. Written communication includes both electronic communication (e.g., appropriate, effective use of e-mail and website materials) and printed communication (e.g., reports and handouts).</p>	
<p>Leadership: Influencing, motivating, and enabling others to contribute toward the effectiveness and success of the department. Graduate Assistant may demonstrate leadership in their ability to work effectively in collaborative groups and independently and through (a) critical choice-making, (b) presenting and training, (c) theory practice and implementation, and (d) validating student-centered services.</p>	
<p>Administration: Identifying and applying resources to advance departmental-based mission, goals, priorities, and initiatives. Graduate Assistant may demonstrate Administration in one or more of the following areas (a) time management/prioritization, (b) technology skills, (c) policy interpretation, (d) assessment/evaluation, (e) resource allocation, and (f) department/university culture.</p>	
<p>Diversity/Inclusion: Understanding of diverse populations and how myriad perspectives (such as identity, acculturation, and world view) may influence the work we do. Graduate Assistant may demonstrates (a) awareness and individual growth, (b) promotes development and awareness in others, (c) models inclusivity and appreciation for intersectionality, and (d) mindful of the international environment.</p>	

<p>Professional Identity: Developing a clear sense of individual values and goals. Graduate assistants adhere to all ethical standards and university policies. Professional identity Includes intentionally selecting professional development activities that further their personal knowledge and skill set. Graduate Assistant may demonstrate professional identity by (a) exercising autonomy, (b) being dependable and accountable, (c) completing timely and high quality work, (d) seeking supervision, asking questions, and implementing feedback, (e) active goal planning and networking, and (f) awareness of university, regional, state, and national issues.</p>	
<p>Comments about GA ratings including strengths and areas of improvement:</p>	

This employee: _____ (Check One)

_____ Consistently meets all requirements for this position

_____ Meets some, but not all, requirements for this position

_____ Fails to meets most requirements for this position

The following standards must be met to fulfill the requirements of this position:

Significant contributions have been made in the following areas:

Professional development plans for this individual and supervisory support:

Do you wish to retain this student as your Graduate Assistant during the next academic year?

Yes / No Explain: _____

Please indicate Follow-up Review Date if needed (*normally 3 months*): _____

Employee's Signature

Date

Reviewing Supervisor's Signature

Date

2nd Level Supervisor's Signature

Date