**Graduate Assistant (GA) Work Log and Feedback Form**

**(to be completed for each assigned faculty or faculty team)**

Instructions: The purpose of this form is to monitor GA work during the semester and to provide feedback to the GA on his/her performance expectations. To be eligible for a GA position in the future, this form must be submitted at the end of the semester.

First, the candidate completes Section I and gives to the lead faculty supervisor for each assigned faculty or faculty team. Then the faculty supervisor completes section II and sends to Tom Valesky.

**Section I: Candidate completes this section.**

1. Candidate Name: [Comments]
2. Faculty Responsible for Supervision: [Comments]
3. Candidate must attach a log of hours worked and tasks accomplished.
4. Submit this form with a log of hours worked to the faculty supervisor.

Candidates Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section II: Faculty completes this section.**

1. **Check most appropriate statement:**
   1. \_\_\_ Candidate's work has met expectations to date.
   2. ­­­\_\_\_Candidate's work has been successfully completed with the following minor exceptions: [Comments]
   3. \_\_\_Candidate's work has not met expectations to date. (Please describe): [Comments]
2. Check the statement that represents your recommendation:
   1. \_\_\_ I recommend that the candidate continue as a Graduate Assistant.
   2. \_\_\_ I recommend that the candidate continue as a Graduate Assistant with the following stipulations: [Comments]
   3. \_\_\_ I do not recommend that the candidate continue as a Graduate Assistant: [Comments]
3. Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_