



# GRADUATE STUDENT ASSISTANT HANDBOOK

GUIDELINES AND FORMS FOR  
GRADUATE STUDENT ASSISTANTS  
IN ALL GRADUATE PROGRAMS  
AT LIBERTY UNIVERSITY

# Table of Contents

GRADUATE STUDENT ASSISTANT (GSA) OVERVIEW .....	4
SELECTION PROCESS .....	5
APPLICATION .....	5
APPLICATION DEADLINE .....	5
PROCEDURE FOR ASSISTANTSHIPS APPROVAL .....	6
ACCEPTANCE LETTER.....	6
REQUIREMENTS.....	6
RESPONSIBILITIES .....	7
COMPENSATION .....	7
TRAINING .....	8
EVALUATIONS .....	8
ATTIRE .....	8
OFFICE SPACE .....	8
OFFICE SUPPLIES.....	8
OFFICE HOURS .....	9
KEYS .....	9
RENEWAL OF POSITION.....	9
TERMINATION OF POSITION.....	9
APPENDIX A: GRADUATE STUDENT ASSISTANT INFORMATION FORM	10
APPENDIX B: GRADUATE STUDENT ASSISTANT APPLICATION .....	13
APPENDIX C: GRADUATE STUDENT ASSISTANT CONTRACT.....	20
APPENDIX D: GSA SUPERVISOR EVALUATION FORM .....	22

## GRADUATE STUDENT ASSISTANT (GSA) OVERVIEW

Liberty University is a distinctively and consciously Christian University. Faculty members share a Christian worldview and have committed themselves to a doctrinal statement in accord with the historic creeds and the evangelical tradition. Our graduate students come here to be part of this environment, and we ask them to be conscious and respectful of Liberty's commitment. We do, however, welcome students of all persuasions who wish to study with us.

Graduate Student Assistants, while they are graduate students, nevertheless share some instructional functions with the faculty. Hence we include on the application questions regarding your religious experience and beliefs and your position on lifestyle issues. We retain the right to give preference in appointments to those who are most in accord with Liberty's commitments.

The following definitions will be used for all graduate student assistants at Liberty University:

- A. **Graduate Student Assistant (GSA):** is the common term for all assistants at Liberty University. All GSAs are graduate students in their respective department's program, assigned to a specific professor in that department for supervision and evaluation with specific responsibilities, and receiving a stipend and/or scholarship as determined by the department or school/college.
- B. **Graduate Assistant (GA):** Any graduate student with specific assigned instructional responsibilities.
- C. **Teaching Assistant (TA):** An advanced graduate student, with a minimum of 18 graduate credit hours in the field, with substantial teaching responsibilities.
- D. **Teaching Fellow (TF):** A doctoral student with a completed master's degree and full teaching responsibilities for a course.

Multiple departments within Liberty University utilize the services of Graduate Student Assistants. Each department has specific duties, responsibilities and procedures that are tailored to their individual area. The information in this Handbook is intended to offer current and potential GSAs guidance regarding general policies and procedures concerning their position.

**Note:** Many details will differ according to program. Please consult guidelines for GSAs in your specific degree program.

## SELECTION PROCESS

The selection process of GSAs is coordinated through the Graduate School at Liberty University in conjunction with the specific department. Students currently enrolled in or accepted to one of the graduate programs at Liberty University and in good academic standing are eligible to apply. In order to be considered for any GSA position, the candidate must submit a completed application packet, which includes the following:

- Information Form (Appendix A)
- Graduate Assistant Application (Appendix B) with attachments.

(NOTE: International Students must fill out paperwork in Human Resources to obtain a Social Security number before completing the GSA application packet.)

After reviewing the application packets, the Department Chair or Graduate Program Director will contact applicants for interviews. Following the interview process, candidates will receive notification on whether or not they have been selected to receive a scholarship position. When the applicant accepts the position, he or she will be asked to sign a contract. Some departments also accept GSAs for January. The terms, including the time period, will be indicated on the contract.

## APPLICATION

To apply, applicants should access the Graduate School website and download the information form and an official GSA application. In order to be considered, the candidate must submit a completed application packet. A sample of the information form and application have been provided in Appendices A and B.

## APPLICATION DEADLINE

Application deadlines for all Graduate Student Assistant positions are as follows:

For GSAs desiring to start at the beginning of the fall semester, an application packet must be received by the Department no later than May 1st.

For GSAs desiring to start at the beginning of the spring semester, an application packet must be received by the Department no later than November 1st.

Note: Some departments may have earlier dates. Also, there may be open positions after the deadlines.

## **PROCEDURES FOR GRADUATE ASSISTANTSHIPS APPROVAL**

1. Student downloads information form and official GSA application from the Graduate School website, and completes packet.
2. Student submits completed application packet to the Department for initial review.
3. After initial review, the Department will send the completed application packet to Human Resource for approval.
4. Human Resources will notify the Department when the candidate is approved. Departments will schedule an interview with the candidate.
5. The Department will notify the candidate of interview results and have approved candidate sign the contract. Signed contracts, original application and P-1's are submitted to the Graduate School for final signatures.
6. The Graduate School will submit signed contracts, application, and P-1 to Human Resources and will notify the Department when the hiring process is complete.
7. The Graduate School's office notifies Financial Aid of new hires so they can apply the scholarship to student's account
8. The Program Director coordinates the start date, training, tax paper work, and specific assignment of the new GSA.

## **ACCEPTANCE LETTER**

Upon completion of the application process, candidates will receive notification from the department informing them if they have or have not been selected to receive a GSA scholarship position. Once the applicant has accepted the position, he or she will be required to sign the GSA contract. A sample of the GSA contract is available in Appendix C.

## **REQUIREMENTS**

Requirements for consideration of a GSA position are as follows:

1. Current enrollment in one of the graduate programs at Liberty University
2. Good academic standing within their graduate program
3. Full-time status within program:
  - Master's level students must complete 18 credit hours per contracted year
  - Doctoral level students must complete 12 credit hours per contracted year
4. Good written and verbal communication skills and a mastery of the English language as specified by the department.
5. Ability to navigate basic computer operating systems, as well as willingness to expand knowledge base through additional training if needed.

## **RESPONSIBILITIES**

Responsibilities for GSAs will vary according to the needs of each specific department. Each GSA is required to devote an average of 20 hours per week to their GSA responsibilities (18 hours per week for an International Student) for the number of weeks specified in the contract. The following is a list of possible responsibilities for the GSAs:

1. Working under the direction and supervision of the professor to whom the GSA is assigned.
2. Leading small discussion groups.
3. Assisting in the grading of written assignments such as essays, papers, tests, etc.
4. Research current topics within the specific discipline for the use of a professor.
5. Coordinate operations of an Internship/Practicum program.
6. Providing interaction with and availability to students at a more personal level.
7. Maintaining regular office hours throughout the week to assist students within the class.
8. Assisting in class logistics, including room setup, sound, PowerPoint, overheads, etc.
9. When appropriate, teaching for the professor of the class section in which the GSA is assisting.
10. Facilitating section/s of online courses.
11. Classroom instruction (TA, TF).
12. Other duties as assigned by the department or school.

## **COMPENSATION**

All GSAs at Liberty University will receive tuition waiver for up to the total number of required hours in the program in which they are enrolled, as well as a stipend. The contract will cover up to 21 credit hours of tuition during their contracted year (July 01-June 30).

- All GSAs may receive up to 21 credit hours of tuition per contracted year
- GSAs are responsible for any other fees outside of tuition- such as lab fees, technology fees, et cetera.
- GSAs receive a stipend as determined annually by the Provost's Office and the Graduate School.
- An additional stipend may be provided for summer work
- Tuition rebate applies to only those courses required to complete the degree program.

## **TRAINING**

All GSAs are expected to possess general computer skills, including Microsoft Office. Upon starting their first semester, the GSAs will receive training in the use of Blackboard through online tutorials and/or workshops offered by the Center for the Advancement of Faculty Excellence at LU. Throughout the academic year, articles and resources relevant to the GSAs' positions may be distributed to the GSAs. Any other training will be coordinated through the Program Director.

## **EVALUATIONS**

Evaluations will be conducted at the end of the Fall and Spring semesters by the overseeing faculty. During the last two weeks of the semester, the Graduate School will distribute the evaluation forms to the various departments using GSAs. These forms are to be completed and returned to the Program Director before finals week for review and evaluation. A sample evaluation form has been provided in Appendix C.

## **ATTIRE**

GSAs are expected to dress in a neat and professional manner. When teaching or assisting a professor in the classroom, GSAs are to dress according to the individual guidelines for faculty in the respective department. When in the office, GSAs are expected to dress in business casual attire.

## **OFFICE SPACE AND EQUIPMENT**

Office space will be coordinated through the Program Director. Each GSA will be provided with access to an LU computer and a phone. Specific work areas will be determined based upon available space and the specific GSA assignment.

(NOTE: If the GSA is assigned an LU Laptop, the GSA is expected to use the computer in a manner consistent with Liberty University standards.)

## **OFFICE SUPPLIES**

Office supplies are located in the specific department in which the GSA is working, and are coordinated through the department secretary. Office supplies should be used for tasks and responsibilities related to the GSA positions within their department. If a GSA has a specific office supply request, he or she is to submit a request to the department secretary.

## **OFFICE HOURS**

The GSA is required to work an average of 20 hours per week (18 for International Students). The GSA may be required to be available for work on campus a minimum of 10 hours per week. All exceptions must be approved by the GSA's supervising professor.

Each specific department reserves the right to ask a GSA to keep track of and turn in weekly hours depending on specific GSA assignment.

## **KEYS**

At the beginning of the scholarship agreement, key requests will be placed by the Department Secretary. Generally, GSAs will be given access to their specific department main office area.

Each department reserves the right to grant key access to GSAs to specific areas within the department.

## **RENEWAL OF POSITION**

All GSAs are eligible for annual renewal of their position based upon the following criteria:

- End of semester evaluations.
- Good academic standing within the degree program in which they are enrolled.
- Recommendations from the GSAs direct supervisor and/or department chair.
- Needs within the specific department the GSA is working.
- Maintaining required number of hours toward degree.

GSA contracts follow the academic year (July 1 – June 30). GSAs will be asked to sign a new contract for the following school year by June 30th.

## **TERMINATION OF POSITION**

GSAs are required to conduct themselves in a manner consistent with the Graduate Student Honor Code. Failure to complete assigned tasks and responsibilities could ultimately result in the termination of the GSAs contract and the loss of academic scholarship. The supervising professor, Program Director, and the Graduate School will coordinate issues related to the termination of a GSA position. Each department reserves the right to terminate a GSA at any time throughout the contract.

# **APPENDIX A**

## **Graduate Student Assistant Information Form Liberty University**



**Personal Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Student ID: \_\_\_\_\_

**Educational Background**

Name of Institution, Degree/ Major, Concentration, GPA

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**Experience**

**Teaching, Tutoring, and Grading**

Institution    Dates    Position / Study

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**Related Work Experience**

Employer    Dates    Position

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**Summarize your public speaking / teaching experience**

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**Why are you interested in this position?**

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**On a scale of 1-10 rate yourself in the following areas: (10 being strong, 1 being weak)**

_____ Teaching Skills	_____ Leadership	_____ Organization
_____ Computer Skills	_____ Team Work	_____ Research
_____ Administration	_____ Initiative	_____ Problem Solving
_____ Conflict Resolution	_____ Individual Communication	

**Three Professional References**

**Reference # 1**

Name / Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone : \_\_\_\_\_

**Reference # 2**

Name / Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Reference # 3**

Name / Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone : \_\_\_\_\_

**Have you been accepted into the program? Yes No**

**Please indicate the degree program you are in: \_\_\_\_\_**

**First Semester Enrolled \_\_\_\_\_ Estimated Graduation Date \_\_\_\_\_**

**Current GPA: \_\_\_\_\_**

## **APPENDIX B**

### **Graduate Student Assistant Application Liberty University**



Graduate Student Assistantship Application

Liberty University is a distinctively and consciously Christian University. Faculty members share a Christian worldview and have committed themselves to a doctrinal statement in accord with the historic creeds and the evangelical tradition. Our graduate students come here to be part of this environment, and we ask them to be conscious and respectful of Liberty’s commitment. We do, however, welcome students of all persuasions who wish to study with us.

Graduate Student Assistants, while they are graduate students, nevertheless share some instructional functions with the faculty. Hence we include on the application questions regarding your religious experience and beliefs and your position on lifestyle issues. We retain the right to give preference in appointments to those who are most in accord with Liberty’s commitments.

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B. “Graduate Assistant”: Any graduate student with specific assigned instructional responsibilities.
C. “Instructional Assistant”: An advanced graduate student with a minimum of 18 graduate credit hours in the field with substantial teaching responsibilities.
D. “Teaching Fellow”: A doctoral student with a completed master’s degree (or equivalent) with full teaching responsibilities for a course.

Personal Information

Name:

Last First M.I.
Student I.D. # Social Security

Local Telephone: ( ) E-Mail

Address:

Local Address:

Permanent Address:

(If different from above)
I am a (please check) U.S. Citizen International Student

Are you eligible to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you are identified to work for the University, you will be required to complete an Employment Eligibility Verification Form (I-9) and present documentation as to your identity and employment eligibility. If you are unable to comply with this requirement, the University cannot lawfully hire you as an employee (Immigration Reform and Control Act of 1986).

Have you ever been convicted of a crime other than minor traffic violations? \_\_\_\_\_ Yes \_\_\_\_\_ No

*Note: An affirmative answer is not an automatic bar to employment.*

If yes, describe in full, including date(s) and disposition of case. \_\_\_\_\_

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## Doctrinal Statement

We affirm our belief in one God, infinite Spirit, creator, and sustainer of all things, who exists eternally in three persons, God the Father, God the Son, and God the Holy Spirit. These three are one in essence but distinct in person and function.

We affirm that the Father is the first person of the Trinity and the source of all that God is and does. From Him the Son is eternally generated and from Them the Spirit eternally proceeds. He is the designer of creation, the speaker of revelation, the author of redemption, and the sovereign of history.

We affirm that the Lord Jesus Christ is the second person of the Trinity. Eternally begotten from the Father, He is God. He was conceived by the virgin Mary through a miracle of the Holy Spirit. He lives forever as perfect God and perfect man: two distinct natures inseparably united in one person.

We affirm that the Holy Spirit is the third person of the Trinity, proceeding from the Father and the Son and equal in deity. He is the giver of all life, active in the creating and ordering of the universe; He is the agent of inspiration and the new birth; He restrains sin and Satan; and He indwells and sanctifies all believers.

We affirm that all things were created by God. Angels were created as ministering agents, though some, under the leadership of Satan, fell from their sinless state to become agents of evil. The universe was created in six historical days and is continuously sustained by God; thus it both reflects His glory and reveals His truth. Human beings were directly created, not evolved, in the very image of God. As reasoning moral agents, they are responsible under God for understanding and governing themselves and the world.

We affirm that the Bible, both Old and New Testaments, though written by men, was supernaturally inspired by God so that all its words are written true revelation of God; it is therefore inerrant in the originals and authoritative in all matters. It is to be understood by all through the illumination of the Holy Spirit, its meaning determined by the historical, grammatical, and literary use of the author's language, comparing Scripture with Scripture.

We affirm that Adam, the first man, willfully disobeyed God, bringing sin and death into the world. As a result, all persons are sinners from conception, which is evidenced in their willful acts of sin; and they are therefore subject to eternal punishment, under the just condemnation of a holy God.

We affirm that Jesus Christ offered Himself as a sacrifice by the appointment of the Father. He fulfilled the demands of God by His obedient life, died on the cross in full substitution and payment for the sins of all, was buried, and on the third day He arose physically and bodily from the dead. He ascended to heaven where He now intercedes for all believers.

We affirm that each person can be saved only through the work of Jesus Christ, through repentance of sin and by faith alone in Him as Savior. The believer is declared righteous, born again by the Holy Spirit, turned from sin, and assured of heaven.

We affirm that the Holy Spirit indwells all who are born again, conforming them to the likeness of Jesus Christ. This is a process completed only in Heaven. Every believer is responsible to live in obedience to the Word of God in separation from sin.

We affirm that a church is a local assembly of baptized believers, under the discipline of the Word of God and the lordship of Christ, organized to carry out the commission to evangelize, to teach, and to administer the ordinances of believer's baptism and the Lord's Table. Its offices are pastors and deacons, and it is self-governing. It functions through the ministry of gifts given by the Holy Spirit to each believer.

We affirm that the return of Christ for all believers is imminent. It will be followed by seven years of great tribulation, and then the coming of Christ to establish His earthly kingdom for a thousand years. The unsaved will then be raised and judged according to their works and separated forever from God in hell. The saved, having been raised, will live forever in heaven in fellowship with God.

**Attach a brief autobiographical sketch that includes (1) your salvation and spiritual history, and (2) a detailed statement of agreement with Liberty's doctrinal position. (Be specific about any items with which you disagree or about which you are unclear.) Also attach your resume.**

**Residence Status:** Virginia Resident \_\_\_\_ Out-of-State \_\_\_\_

Are you currently employed by LU? Yes \_\_\_\_ No \_\_\_\_

If yes, do you plan to continue working at LU if offered a graduate assistantship? Yes \_\_\_\_ No \_\_\_\_

If yes, how many hours per week will you continue to work at LU? \_\_\_\_\_ per week

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**Program Information: (Credit hours must total at least 9 hours each semester)**

Anticipated Credit Load: Year \_\_\_\_ Fall (credit hours) \_\_\_\_ Year \_\_\_\_ Spring (credit hours) \_\_\_\_

Anticipated Date of Graduation: \_\_\_\_\_ (Month/Year)

Program of Study: Master's Program \_\_\_\_ Doctoral \_\_\_\_ Specific Degree \_\_\_\_\_

Field: \_\_\_\_\_ Concentration: \_\_\_\_\_

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**Assignment: (Please attach a current *Curriculum Vitae/Resume*, include all courses taken in the field, both Undergraduate and Graduate)**

What hours would you be available to work?

M \_\_\_\_ T \_\_\_\_ W \_\_\_\_ Th \_\_\_\_ F \_\_\_\_

Do you have an assignment preference? Yes \_\_\_\_ No \_\_\_\_ If yes, with whom? \_\_\_\_\_

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**Graduate Assistant:**

Have you worked as a graduate assistant in the past? Yes \_\_\_\_ No \_\_\_\_

If yes, where? \_\_\_\_\_

If yes, in which academic year did you work? \_\_\_\_\_

For whom did you work? \_\_\_\_\_ Telephone number of supervisor: \_\_\_\_\_

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**Teaching Assistant or Fellow:**

Are you interested in a teaching assignment? Yes \_\_\_\_ No \_\_\_\_

**My prior GSA and/or teaching experience includes:**

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**Financial Information:**

Are you receiving financial support from another source(s) (i.e. VTAG, Dependent Grant-in-aid, federal grants/loans, etc.): Yes \_\_\_\_ No \_\_\_\_

If yes, what source(s)? \_\_\_\_\_

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I certify that the information I have submitted here is complete and true to the best of my knowledge and belief. I will notify the Office of Graduate Admissions of any changes.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Background & Reference Investigation Authorization & Release for Employment Purposes

As part of its employment screening and selection procedures, Liberty University (hereafter referred to as “Company”) requires that a background investigation and a check of references be conducted. The objectives of the investigation are to verify information provided during the application process, investigate references and identify any factors that might be inconsistent with Company employment requirements.

I, \_\_\_\_\_, give Liberty University permission and authority to conduct a background investigation and reference check into my past and current activities. I understand and consent to an investigation that may include, but is not limited to, information as to my personal character, general reputation, verification of previous employment and employment references, verification of education, credit history, motor vehicle driving record, social security wage information, criminal records and other information contained in public records.

I authorize and request any Former Employers, Schools, Police Departments, States, Cities and Counties, or any other Person to furnish Company concerning:

My Work Habits Character Criminal Record Reasons for Termination  
Reputation Driver Record Salary History Workers’ Comp Claims  
Education History Credit History

And all other relevant information requested by Company.

**By checking this box, I am indicating my present employer should NOT be contacted.**

I hereby release all Persons, Companies, Corporations, Schools, or individual from all liability and responsibility that may result from providing Company with such information as requested.

I understand that if hired, my employment is for no definite period of time, consistent with state law, and may be terminated with or without cause and with or without notice, at any time, at the option of either Company or myself. No employee, representative, manager, official or supervisor of Company other than the Human Resource Office has any authority to enter into any agreement for employment for a specified period of time or make any agreement relative to employment that is contrary to the foregoing. Any such employment agreement will be in writing, signed by the designated officer and clearly specifying its term.

If I am not hired due to information contained in the background screen report, I will be notified in writing and a copy of the said report will be supplied to me with a written summary of my rights under the Fair Credit Reporting Act of 1970 as amended in 1996.

Applicant’s Full Name: First, Middle, Maiden, Last	Social Security Number
Current Street Address	City, State, Zip Code
Driver’s License Number and Issuing State	Date of Birth
Signature	Date

# **APPENDIX C**

## **Graduate Student Assistant Contract Liberty University**

**Agreement Form  
Graduate Student Assistant**

**Responsibilities**

**A. General**

The GSA will work under the general supervision of the Program Director with specific responsibilities from the professor to whom he/she is assigned. The GSA's work performance level based on semester reviews must be satisfactory to continue in subsequent semesters.

**B. Requirements of GSAs**

1. Abide by policies and procedures outlined in the Graduate Assistant Handbook.
2. Uphold the Graduate Student Honor Code.
3. Maintain academic standing to continue a GSA assignment from semester to semester.
4. Maintain agreement with the Liberty University Doctrinal Statement.

**Compensation:**

- GSAs receive up to 21 credit hours of tuition per contracted year
- GSAs are responsible for any other fees outside of tuition- such as lab fees, technology fees, etcetera
- Tuition rebate applies to only those courses required to complete the degree program.
- GSAs receive a stipend

**Time Period**

This GA Agreement is binding for the following semesters: \_\_\_\_\_

*I have read the attached job description and requirements and agree to meet assigned duties.*

\_\_\_\_\_  
Printed Name of Graduate Assistant

\_\_\_\_\_  
Student Identification Number

\_\_\_\_\_  
Signature of Graduate Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Graduate School

\_\_\_\_\_  
Date

## **APPENDIX D**

### **Graduate Assistant Supervisor Evaluation Form Liberty University**

**GRADUATE STUDENT ASSISTANT  
SUPERVISOR EVALUATION FORM**

Name of Graduate Assistant \_\_\_\_\_

Term \_\_\_\_\_ Year \_\_\_\_\_

*Instructions:* Evaluate the Graduate Student Assistant's job performance by circling a number from 1-5 on the scale below. "1" represents "Poor" while "5" stands for "Excellent". "NA" stands for "Not Applicable."

1. Completes assigned duties satisfactorily	1	2	3	4	5	NA
2. Works well independently	1	2	3	4	5	NA
3. Is ethical and professional in behavior	1	2	3	4	5	NA
4. Shows initiative	1	2	3	4	5	NA
5. Communicates effectively	1	2	3	4	5	NA
6. Consistent Availability	1	2	3	4	5	NA
7. Overall rating of job performance	1	2	3	4	5	NA

**Areas of Strengths and Excellence:**

\_\_\_\_\_  
\_\_\_\_\_

**Opportunities for growth and development:**

\_\_\_\_\_  
\_\_\_\_\_

**Additional Feedback:**

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Program Director

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Graduate Student Assistant

Date evaluation given to Graduate Assistant: \_\_\_\_\_

**Evaluation Forms will be submitted to and filed by the Program Director.**