REPORT ON THE ESTABLISHMENT OF THE 
RA/TA ASSIGNMENT

Semester: __________ First Name: ___________________
Last Name: ___________________ ID: ___________________

Year in Program: _______ Degree Program: _______ Email Address: ______________________

Assistantship Information A student is required to work a minimum of 20 hours per week for each 
assignment or 10 hours each for two separate assignments.

Assignment 1

Please check one: ☐ Research Assistant (RA) ☐ Teaching Assistant (TA) ☐☐Hours Per week: 
____________________ Responsibilities: ___________________________________________________

Faculty Supervisor Name: ___________________ Signature: ___________________ Date: __________

Faculty Supervisor Evaluation
Please have your faculty supervisor complete the following portion at the end of the assignment
The student has completed the responsibilities in a manner that is ☐ Satisfactory ☐ Unsatisfactory
Faculty Supervisor Signature: ___________________ Date: __________

Assignment 2

Please check one: ☐ Research Assistant (RA) ☐ Teaching Assistant (TA) ☐☐Hours Per week: 
____________________ Responsibilities: ___________________________________________________

Faculty Supervisor Name: ___________________ Signature: ___________________ Date: __________

Faculty Supervisor Evaluation
Please have your faculty supervisor complete the following portion at the end of the assignment
The student has completed the responsibilities in a manner that is ☐ Satisfactory ☐ Unsatisfactory
Faculty Supervisor Signature: ___________________ Date: __________

Faculty Supervisor Name: ___________________ Signature: ___________________ Date: __________

Faculty Advisor Signature: ______________ Date: ______ Degree Director Signature: ______________ Date: ______

Please submit your completed form to your program administrator, by email or in the Academic Programs Office.
Fall 2013 Deadline: December 11 Spring 2014 Deadline: May 7