

GRADUATE ASSISTANT (GA) & SUPERVISOR DISCUSSION CHECKLIST

This checklist provides topics for discussion that help to clarify expectations and responsibilities of the graduate assistant with the supervisor.

We have discussed the following:

When work evaluations of the GA occur; and how these evaluations are shared with the student.	
Meeting logistics (frequency, timing) of meetings between supervisor and GA.	
Lab (or studio, classroom, office, etc.) expectations.	
Additional expectation in the GA role of student by the supervisor.	
How to best approach a situation where there might be conflict and/or disagreement between the GA and the supervisor.	
Other required meetings and/or obligations.	
Expected turnaround time for feedback and submission of revisions on work.	
Opportunities to attend regional, national or international conference, including the opportunity to present and available travel funds.	
Intellectual property; for example, authorship in publications, order of authors, ownership of data/results, patent rights, etc.	
The requirements of the Office of Research Compliance and need for IRB approval before data collection can begin when animals or humans are involved.	
What constitutes employee misconduct and consequences (e.g., plagiarism, misrepresentation of data, etc.)	
Additional resources on campus, such as the library, printing, health services, etc.	
University and Graduate College rules, regulations, and policies, including forms and deadlines.	
Other:	

A Good GA:

- Asks questions
- Is willing to be mentored
- Strives to give his/her best at all times
- Accepts criticism graciously
- Learns from mistakes
- Accepts responsibilities
- Is open and honest
- Is respectful and grateful
- Has courage to try new things
- Listens, watches, learns, and grows