

Graduate Assistant Expectations
Department of Department of Health & Kinesiology

1. As a graduate student, your education is your top priority. Your second priority is your role as a graduate assistant. By accepting a GA position, however, you are committing to fulfill both roles—student and employee.
2. Your assistantship is a 20 hours per week job. You will either be given an assigned work schedule or you will need to provide your supervisor with a reasonable work schedule in order to meet this expectation. In the event that your supervisor is a different person from your Graduate Academic Advisor, it is your responsibility to keep both informed about your work schedule on a semester by semester basis.
3. You should always be on time. If your responsibilities include teaching, you must meet the same attendance expectations as full time faculty. If you are a research assistant, your hours may be more flexible. In the event that you are late, you will need to make up that time during the same week. Excessive tardiness may result in disciplinary action and loss of your assistantship..
4. Your work schedule should be firm. Emergencies and unexpected problems are anticipated to pop up throughout the year. You should contact your supervisor if you know you will be late or unable to work on a given day.
5. As a GA, you are a representative of the Department of Health & Kinesiology and Texas A&M University. Please remember to always maintain a polite and professional demeanor. Please dress appropriately for an office or laboratory environment.
6. GA's are expected to maintain the same work schedule as staff during holidays and break periods. Therefore, you are not permitted to stop working once your classes for the semester are completed. Please check with Health & Kinesiology to schedule time off.
7. As a GA, you might sometimes have access to or be required to work with sensitive information that is protected under the Family Educational Rights and Privacy Act (FERPA). Please take time to learn about the basic requirements of FERPA by reviewing <http://admissions.tamu.edu/Registrar/FacultyStaff/FerpaStatement.aspx>. Your department may provide you with additional training on the provisions of FERPA.

I understand and accept the expectations listed above. I understand that I will be evaluated throughout the year, and that I am subject to disciplinary action, including termination at any time, should I choose not to follow the expectations listed above.

Name: _____

Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____