

SES GRADUATE RESEARCH ASSISTANT EXPECTATIONS

As a Graduate Research Assistant (GRA) for SES courses, you are expected to:

- _____ **Fulfill the terms of your GA contract.** You must arrive on campus one-week prior to the start of classes *each semester* to attend any lab meetings or trainings. If you will miss this week due to university business or field work, coordinate with your GRA supervisor to be sure the expectations of your research position are being met.
- _____ **Complete all required trainings.** This includes FERPA, Preventing Harassment, Field Safety training, and any other trainings applicable to your research.
- _____ **Present yourself as a professional.** This includes, but is not limited to, timely and professional responses to emails from your supervisor, and professional and appropriate appearance as necessary.
- _____ **Attend all research group meetings and participate in the entire meeting.** Communicate to your supervisor if you have university business or a personal emergency and will not be able to participate.
- _____ **Make alternative arrangements if you will miss a pre-arranged deadline, meeting, or presentation due to illness, university business, or other unforeseen emergencies.** You are expected to communicate schedule changes to your supervisor.

You will be evaluated each semester against these expectations. Failure to satisfactorily meet these expectations may result in the loss of your assistantship.

If you agree to meet these expectations, please initial each line and sign and date this form.

Graduate Research Assistant Signature

Date