

Student Name:

Supervisor Name:

Please complete this final fall term evaluation form in accordance with merit award regulations:

Masters-level students must work 10 hours per week for 15 weeks per semester (Fall and/or Spring terms) for a total of 150 hours each semester to retain the Graduate Assistantship merit award funding. Doctoral-level students must work 20 hours per week for 15 weeks per semester (Fall and Spring terms) for a total of 300 hours each semester to retain the PhD Graduate/Teaching Assistantship award.

Graduate Assistants (GAs) supervised by faculty must complete mid-point and final evaluations each term in part as a record of hours worked. Adjustments to the weekly hourly requirement per week can be made by agreement between the supervisor and graduate student.

In addition, each student must perform satisfactory progress as evidenced by a score of 3 or above in each area.

The following final term evaluation form requires a signature by both the student and supervisor before returning to the Graduate Academic Services office via email at gradcomm@american.edu before the end of each semester.

Acknowledgement of Hours Worked

It is the *responsibility of the student to log their hours* and review the evaluation with the assistantship supervisor. Please record the number of hours worked for each week below. The total number of hours should average 10 per week for Masters students and 20 per week for PhD students.

| Pay Period starting | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | Week 15 | Other |
|---------------------|--------|---------|---------|---------|---------|---------|---------|-------|
| Hours Worked | | | | | | | | |

Progress Evaluation

Required faculty/student section: Please meet to discuss the following questions related to progress on the objectives of the Graduate Assistantship. Rate those that apply. 5 is the highest score. Overall performance below 3 is considered unsatisfactory.

| Performance Area | Top Performer | Above Average | Average Rating | Below Average | Low Performer | Does Not Apply |
|-----------------------------------|---------------|---------------|----------------|---------------|---------------|----------------|
| Quality of Work | 5 | 4 | 3 | 2 | 1 | N/A |
| Timely Completion of Assignments | 5 | 4 | 3 | 2 | | N/A |
| Ability to assist with class work | 5 | 4 | 3 | 2 | 1 | N/A |
| Time management | 5 | 4 | 3 | 2 | 1 | N/A |
| Communication | 5 | 4 | 3 | 2 | 1 | N/A |
| Dependability | 5 | 4 | 3 | 2 | 1 | N/A |
| Initiative | 5 | 4 | 3 | 2 | 1 | N/A |
| Professionalism | | 4 | 3 | 2 | 1 | N/A |

| Overall Performance | Top Performer | Above Average | Average Rating | Below Average | Low Performer |
|--|---------------|---------------|----------------|---------------|---------------|
| <i>select one rating that represents an average of the relevant scores above</i> | 5 | 4 | 3 | 2 | 1 |

Student and/or faculty comments on rating (optional):

Student Signature and Date:

Supervisor Signature and Date: