

School of Computing Computer Science Degree Program

Work Reporting Responsibilities for Graduate Assistants (GA)

Effective Date: January 14, 2005

School of Computing Computer Science Program students with assistantship contracts will be expected to be available for their duties at least through the Final Exam Week and until student grades, quizzes, labs, and assignments have been turned into the course(s) professor(s). They must report back to work each semester of their contract on no later than Wednesday the week before classes begin. Report in-person (no emails or telephone calls) to the Graduate Program Assistant, Graduate Program Director, or Computer Science Program Director. We expect graduate assistants to act professionally in these matters and make travel plans accordingly, not imposing their personal plans on the professors or the computer science program.

If they fail to follow the above-mentioned protocol, any of the following actions may be taken:

1. Assistantship contract may not be extended or may be canceled.
2. Extra responsibilities/duties may be assigned for the student.