

## GRADUATE RESEARCH AND TEACHING ASSISTANT CHECK-IN CHECKLIST

**Your success as a student and research and/or teaching assistant is important to us.** To facilitate the start of this effort, we have developed this checklist of items that you need to complete. If you have questions about any item, please ask your Major Professor or the contact listed for assistance.

<b>CONTACT</b>	<b>TASK</b>
_____ Sara Moore/designee	Review, sign, return Assistantship Offer Letter, Contract, Copyright Agreement no later than 2 weeks before semester begins
_____ Alice Allen	Register for classes on VandalWeb including GASSP (INTR 501) no later than 1 week before semester begins
_____ Major Professor	Notify Major Professor of arrival date and time must arrive no later than first day of semester
_____ Sara Moore/designee	Complete payroll documents week before semester begins
_____ Sara Moore/designee	Provide Operations Manager with billing statement no later than week before semester begins
_____ Joanna Taylor	Participate in CAES orientation. Contact Joanna (or designee) to schedule
_____ Debbie McQueen/designee	Locate cubicle upon arrival, first business day, this may be included in CAES orientation
_____ Meladi Lanier	Obtain CAES card or TAB card/key (if needed) upon arrival, first business day, CAES orientation must be completed first (if applicable)
_____ Ryan Haworth/designee	Obtain Vandal ID card call 282-7946 to schedule
_____ Idaho Falls ITS	Contact ITS – Idaho Falls for computer and network access contact Major Professor for the ITS person in your building
_____ Idaho Falls ITS	Review and acknowledge computer usage policy during meeting with ITS – Idaho Falls
_____ IF Parking	Purchase parking permit (if needed for your building) by end of first week of semester
_____ Alice Allen	Attend Vandal Advantage (Graduate Student Orientation) by end of second week of semester, International Students are also required to attend International Student Orientation early in the semester.
_____ Sara Moore/designee	Provide Operations Manager with signed copy of checklist. by end of second week of semester, signed copy will be filed in Ops Office.

*I understand that I am responsible for completing each task on this list in the timeframe listed. Further, I understand that I am responsible for compliance with university policies and for staying current with these policies as they relate to my assistantship employment and student status.*

\_\_\_\_\_  
**Student Signature and ID number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Major Professor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**UIIF Operations Manager Signature**

\_\_\_\_\_  
**Date**

Each task must be initialed before the checklist will be accepted and considered complete.

