

**School of Dance, College of Visual and Performing Arts  
University of North Carolina, Greensboro  
Graduate Assistant Assignment Check-in Form**

Graduate Assistants should initial and print this form and request the initials of EACH supervising faculty on a separate form. This should be turned in to the DGS at the end of both Fall and Spring of the first year; this is required of all first-year graduate students seeking renewal of funding in their second year.

Semester: \_\_\_\_\_

Supervising faculty: \_\_\_\_\_

Student's name: \_\_\_\_\_

I attest that I checked in with my supervising faculty about my duties at the beginning of the semester (week 1) and about my performance as a graduate assistant at mid semester (week 7 or 8).

Student's initials \_\_\_\_\_

Supervising faculty initials \_\_\_\_\_

I attest that in the past semester I completed my hours satisfactorily, or, did not complete my hours but did so with prior approval of my supervising faculty. I performed my assigned duties at a level that was satisfactory to my supervising faculty, my peers, and my students.

Student's initials \_\_\_\_\_

Supervising faculty initials \_\_\_\_\_

Please list below the courses or duties you would like to be assigned next year:

*(This does not guarantee your assignment to these courses or duties)*