

Graduate Assistant – Supervisor Meeting Checklist

School of Criminal Justice
College of Social Sciences
Michigan State University
November 2025

The purpose of the School of Criminal Justice’s (SCJ) “Graduate Assistant – Supervisor Mentoring Checklist” is to assist faculty and students in setting expectations for their graduate assistantship job duties and overall mentoring relationship. MSU’s [Graduate Student Rights and Responsibilities](#) entitles graduate assistants to high-quality mentorship and this checklist is intended to set expectations for both students and faculty. Faculty and students are encouraged to complete this form at the beginning of each academic year along with the “Research Assistant – Faculty Supervisor Start of the Semester Meeting” and/or “TA – Faculty Supervisor Start of the Semester Meeting” forms (see details in the SCJ’s “Graduate Assistant Mentoring Guide”). This form should be completed at the beginning of each academic year or when a new graduate assistant (GA) is assigned to a faculty member. This form may be sent to the SCJ’s Graduate Program Coordinator (GPC) for record keeping.

In addition to completing the checklist below, the graduate student and supervisor should review the following MSU policies:

- All Michigan State University (MSU) faculty and graduate assistants are required to be familiar with MSU [Research and Scholarly Integrity](#) protocols and policies.
- All MSU faculty and graduate assistants are required to be familiar with and follow the [Integrity of Scholarship and Grades](#) policy.
- MSU employees (including graduate assistants) are required to report instances of sexual harassment, sexual violence, sexual misconduct, sexual exploitation, stalking, and relationship violence that are observed or learned about in their professional capacity and involve a member of the university community or which occurred at a university-sponsored event or on university property. More information on mandatory reporting requirements and procedures can be found at MSU’s [Office of Civil Rights and Title IX Education and Compliance](#).
- At MSU, all faculty and graduate assistants are required to be familiar with student rights under the Family Educational Rights and Privacy Act (FERPA). Detailed information about student rights and related policies can be found at this [link](#).
- Information that could affect a student’s academic standing or progress is not confidential and may be shared with other faculty or administrators on a need-to-know basis to help the student progress through the program.
- All graduate assistants are required to read and be familiar with the SCJ’s [Doctoral Student Handbook](#).

Signatures indicate that the graduate assistant and supervisor have discussed these policies and the items in the checklist below.

Graduate Assistant Name

Graduate Assistant Signature

Date

Faculty Supervisor Name

Faculty Supervisor Signature

Date

Checklist Items for Discussion
(mark all items discussed)

Graduate Assistantship Job Responsibilities	Notes
○ Primary job responsibilities ○ e.g., data collection, entry and/or analysis, report and/or article writing, literature review or annotated bibliography completion, assistance with teaching-related tasks. ○ Required meeting attendance ○ e.g., regular one-on-one or team meetings, research-related meetings with partners ○ Required trainings ○ e.g., MSU mandated IRB training, RECR modules, FERPA, statistical workshops, teaching seminars, professional development seminars. ○ Authorship expectations ○ e.g., criteria for authorship, authorship order and duties, reasons for authorship change, MOU-related requirements ○ Required skills ○ e.g., data management and analytic skills, report and manuscript writing, teaching-related skill development	
Time Requirements and Leave	Notes
○ Required number of hours per week ○ Note: The required number of hours are an average over the entire period of appointment (see The Graduate School's Graduate Assistantships policy). Additionally, graduate assistants are MSU employees and their assignments are not constrained to the academic class calendar.	

○ Expectations for tracking hours ○ Requirements for notifying supervisor if graduate assistant will miss assignment due dates, meetings, etc. ○ e.g., timeline for reporting, method of reporting (email, text, call, etc.) ○ Expectations for making up missed time and assignments ○ International students should discuss requirements of their visas in terms of workload	
Communication Expectations	Notes
○ Communication style and timing between graduate assistant and supervisor, other research team members, and research participants/partners (email response time, texting/calling, office drop-ins, etc.) ○ Meetings between graduate student and supervisor ○ e.g., expectations regarding scheduling and attending meetings ○ Expectations regarding supervisor and graduate assistant turn-around time on work products (e.g., manuscripts, reports, presentations)	
Feedback and Conflict Resolution	Notes
○ Preferred type and frequency of performance feedback for the graduate assistant ○ Formal evaluation procedures ○ Note: Annual progress reports are completed each spring (see more details in the SCJ's "Doctoral Student Mentoring Guide") ○ Procedures for conflict resolution (see SCJ's Doctoral Student Handbook for details) ○ Review of SCJ's annual progress report process and required form (see SCJ's Doctoral Student Handbook for details)	
Professional Development	Notes
○ Skills the graduate assistant hopes to learn through this position	

○ Required attendance at SCJ Professional Development seminars (see SCJ's Doctoral Student Handbook for details) ○ When teaching, required familiarity and implementation of MSU policies concerning syllabi (e.g., RCPD accommodations, religious observance policy, final exam policy, etc.)	
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