



Human Resources Department Graduate Assistant Reflections

As one of the requirements for your graduate assistantship, you will be required to complete a five page paper and submit it to both:

Dr. Tom Sabbagh, Dean of Graduate and Professional Studies
Franklin Pierce University
5 Chenell Dr.
Concord, NH 03301

Sharon Burke, Director
Human Resources Department
Franklin Pierce University
40 University Drive
Rindge, NH 03461

The paper will be due on or before April 25 of each year. If you do not submit the paper in a timely manner, you will not be allowed to apply for a graduate assistantship in the future.

The purpose of the paper is to assess the manner in which each student met the educational, leadership or research objectives of the assistantship. In writing your paper, please reflect on the following objectives, choosing at least five objectives that were met by the assistantship. Please attach artifacts to this paper which supplement your reflections. A list of examples of artifacts follows the objectives.

Objectives:

Educational:

1. To assist faculty and coaches in meeting the educational or performance goals of a class or team
2. To structure learning experiences for maximum student learning and performance
3. To engage in evaluating student performance
4. To provide individual tutoring or practice for students
5. To develop a network of colleagues in higher education

Leadership:

1. To facilitate student and faculty activities
2. To foster an atmosphere of higher learning in all activities
3. To contribute to the community
4. To identify strengths and weaknesses in yourself
5. To balance teaching, service and inquiry in the assistantship

Research:

1. To assist faculty members in the collection of data
2. To master research software applications
3. To run analyses of data
4. To contribute to literature searches
5. To edit manuscripts
6. To produce manuscripts
7. To publish

Samples of Artifacts (to attach to paper):

1. List of labs/practices run by GA
2. Letters of commendation for work
3. Publications (even in draft form) showing GA as one of authors
4. Summary of research data collected and input by GA
5. List of leadership activities/meetings/individual sessions led by GA
6. Materials produced for students (newsletters, posters, online pieces, etc)
7. Pictures of events/activities/games of relevance to specific objectives
8. List of community activities in support of objectives

Be creative in providing artifacts that support your reflections on the objectives.

Please Note: This paper will be kept in your graduate and in your personnel files, so it cannot exceed 8 ½ by 11 inch size so if you have oversized items that support your reflections, please take a picture of them or reduce them in some way to attach to your paper. Also, if you have ANY questions about your paper, please talk to your supervisor, Dean Sabbagh (sabbaght@franklinpierce.edu) or Sharon Burke, Director of Human Resources (burkes@franklinpierce.edu) and we will be happy to assist you.