Graduate Assistant Time Sheet for Museum Studies

The weekly log is to communicate key information about progress and direction, site supervision, and how you are spending your time each week as a .25 (10 hours per week) or .50 (20 hours per week) Graduate Assistant. The completion and turn in your weekly time sheet are required. We use this information to report to the Dean of the College of Art and Sciences the work being completed by Graduate Assistants, the need for Graduate Assistants and to secure and maintain continued funding for Graduate Assistant positions.

This document is to be emailed to Anne Marie each week with a cc to your GA supervisor.

The log is to be in a narrative form. Entries should be completed each day and should reflect a summary of your experience. The length of the weekly log will vary for each student.

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| --- | --- | --- | --- | --- | --- |
| Sample Week |  | Hours | Location | Activities/Responsibilities | Comments |
| One:  Aug 1 | Mon: | 9-1 (4 hrs) | MSST office | Front Desk / 2 phone calls / copied documents for Dr. Traxler, posted a FB article on the ABQ Nuclear Science Museum |  |
|  | Tues: | 9-3 (6 hrs) | Maxwell Basement | Assisted Lauren with Basket Collection  **EXAMPLE** | Identified two baskets, did condition reports on 6 |
|  | Wed: |  |  |  |  |
|  | Thurs: |  |  |  |  |
|  | Fri: |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week |  | Hours | | Location | | Activities/Responsibilities | | | Comments | | | |
| Aug 21 | Mon: |  | |  | |  | | |  | | | |
|  | Tues: |  | |  | |  | | |  | | | |
|  | Wed: |  | |  | |  | | |  | | | |
|  | Thurs: |  | |  | |  | | |  | | | |
|  | Fri: |  | |  | |  | | |  | | | |
| Week |  | Hours | | Location | | Activities/Responsibilities | | | Comments | | | |
| Aug 28 | Mon: |  | |  | |  | | |  | | | |
|  | Tues: |  | |  | |  | | |  | | | |
|  | Wed: |  | |  | |  | | |  | | | |
|  | Thurs: |  | |  | |  | | |  | | | |
|  | Fri: |  | |  | |  | | |  | | | |
| Week |  | | Hours | Location | | Activities/Responsibilities | | | | Comments | | |
| Sept 4 | Mon: | |  |  | | ***Labor Day*** | | | |  | | |
|  | Tues: | |  |  | |  | | | |  | | |
|  | Wed: | |  |  | |  | | | |  | | |
|  | Thurs: | |  |  | |  | | | |  | | |
|  | Fri: | |  |  | |  | | | |  | | |
| Week |  | | Hours | Location | | Activities/Responsibilities | | | | Comments | | |
| Sept 11 | Mon: | |  |  | |  | | | |  | | |
|  | Tues: | |  |  | |  | | | |  | | |
|  | Wed: | |  |  | |  | | | |  | | |
|  | Thurs: | |  |  | |  | | | |  | | |
|  | Fri: | |  |  | |  | | | |  | | |
| Week |  | | Hours | Location | | Activities/Responsibilities | | | | Comments | | |
| Sept 18 | Mon: | |  |  | |  | | | |  | | |
|  | Tues: | |  |  | |  | | | |  | | |
|  | Wed: | |  |  | |  | | | |  | | |
|  | Thurs: | |  |  | |  | | | |  | | |
|  | Fri: | |  |  | |  | | | |  | | |
| Week |  | | Hours | Location | | Activities/Responsibilities | | | | Comments | | |
| Sept 25 | Mon: | |  |  | |  | | | |  | | |
|  | Tues: | |  |  | |  | | | |  | | |
|  | Wed: | |  |  | |  | | | |  | | |
|  | Thurs: | |  |  | |  | | | |  | | |
|  | Fri: | |  |  | |  | | | |  | | |
| Week |  | | Hours | Location | | Activities/Responsibilities | | | | Comments | | |
| Oct 2 | Mon: | |  |  | |  | | | |  | | |
|  | Tues: | |  |  | |  | | | |  | | |
|  | Wed: | |  |  | |  | | | |  | | |
|  | Thurs: | |  |  | |  | | | |  | | |
|  | Fri: | |  |  | |  | | | |  | | |
| Week |  | | Hours | | Location | | Activities/Responsibilities | | | | Comments | |
| Oct 9 | Mon: | |  | |  | |  | | | |  | |
|  | Tues: | |  | |  | |  | | | |  | |
|  | Wed: | |  | |  | |  | | | |  | |
|  | Thurs: | |  | |  | | ***Fall Break*** | | | |  | |
|  | Fri: | |  | |  | | ***Fall Break*** | | | |  | |
| Week |  | | Hours | | Location | | Activities/Responsibilities | | | | Comments | |
| Oct 16 | Mon: | |  | |  | |  | | | |  | |
|  | Tues: | |  | |  | |  | | | |  | |
|  | Wed: | |  | |  | |  | | | |  | |
|  | Thurs: | |  | |  | |  | | | |  | |
|  | Fri: | |  | |  | |  | | | |  | |
| Week |  | | Hours | | Location | | Activities/Responsibilities | | | | Comments | |
| Oct 23 | Mon: | |  | |  | |  | | | |  | |
|  | Tues: | |  | |  | |  | | | |  | |
|  | Wed: | |  | |  | |  | | | |  | |
|  | Thurs: | |  | |  | |  | | | |  | |
|  | Fri: | |  | |  | |  | | | |  | |
| Week |  | | Hours | | Location | | Activities/Responsibilities | | | | Comments | |
| Oct 30 | Mon: | |  | |  | |  | | | |  | |
|  | Tues: | |  | |  | |  | | | |  | |
|  | Wed: | |  | |  | |  | | | |  | |
|  | Thurs: | |  | |  | |  | | | |  | |
|  | Fri: | |  | |  | |  | | | |  | |
| Week |  | | Hours | | Location | | Activities/Responsibilities | | | | Comments | |
| Oct 31 | Mon: | |  | |  | |  | | | |  | |
|  | Tues: | |  | |  | |  | | | |  | |
|  | Wed: | |  | |  | |  | | | |  | |
| **NMAM Conference** | Thurs: | |  | |  | |  | | | |  | |
| **NMAM Conference** | Fri: | |  | |  | |  | | | |  | |
| Week |  | | Hours | | Location | | Activities/Responsibilities | | | | | Comments |
| Nov 6 | Mon: | |  | |  | |  | | | | |  |
|  | Tues: | |  | |  | |  | | | | |  |
|  | Wed: | |  | |  | |  | | | | |  |
|  | Thurs: | |  | |  | |  | | | | |  |
|  | Fri: | |  | |  | |  | | | | |  |
| Week |  | | Hours | | Location | | Activities/Responsibilities | | | | | Comments |
| Nov 13 | Mon: | |  | |  | |  | | | | |  |
|  | Tues: | |  | |  | |  | | | | |  |
|  | Wed: | |  | |  | |  | | | | |  |
|  | Thurs: | |  | |  | |  | | | | |  |
|  | Fri: | |  | |  | |  | | | | |  |
| Week |  | | Hours | | Location | | Activities/Responsibilities | | | | | Comments |
| Nov 20 | Mon: | |  | |  | |  | | | | |  |
|  | Tues: | |  | |  | |  | | | | |  |
|  | Wed: | |  | |  | |  | | | | |  |
|  | Thurs: | |  | |  | | ***Holiday Break*** | | | | |  |
|  | Fri: | |  | |  | | ***Holiday Break*** | | | | |  |
| Week |  | | Hours | | Location | | Activities/Responsibilities | | | | | Comments |
| Nov 27 | Mon: | |  | |  | |  | | | | |  |
|  | Tues: | |  | |  | |  | | | | |  |
|  | Wed: | |  | |  | |  | | | | |  |
|  | Thurs: | |  | |  | |  | | | | |  |
|  | Fri: | |  | |  | |  | | | | |  |
| Week |  | | Hours | | Location | | Activities/Responsibilities | | | | | Comments |
| Dec 4 | Mon: | |  | |  | |  | | | | |  |
|  | Tues: | |  | |  | |  | | | | |  |
|  | Wed: | |  | |  | |  | | | | |  |
|  | Thurs: | |  | |  | |  | | | | |  |
|  | Fri: | |  | |  | |  | | | | |  |
| Week |  | | Hours | | Location | | | Activities/Responsibilities | | | Comments | |
| Dec 11 | Mon: | |  | |  | | |  | | |  | |
|  | Tues: | |  | |  | | |  | | |  | |
|  | Wed: | |  | |  | | |  | | |  | |
|  | Thurs: | |  | |  | | |  | | |  | |
|  | Fri: | |  | |  | | |  | | |  | |