My expectations for RAs and student programmers

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Please read the following policies. Failure to meet those expectations will results in a warning, disapproval of your work hours and early termination of your appointments.

1. **Work schedule**: A work schedule must be submitted to me within the first the week of hiring. Any change of your work schedule should be reported.
2. **Meeting**: You should schedule to meet with me at least once a week.
3. **Work hours**: All your work must be done in school/GE offices. Work at home is not allowed and the hours will NOT be approved. Absence of work and meeting without any prior notices are not acceptable.
4. **Subversion**: All your work must be submitted to SVN before the weekly meeting. It is your responsibility to figure out how to use SVN.
5. **Sickness**: A doctor’s note is needed if you have more than once per semester.
6. **Excuses**: Any excuses, such as power shortages, overslept, unable to catch bus, and broken computers, are unacceptable.
7. **Communication**: I only email you via your Gannon email account (except GRIP students). You are the one responsible for checking your email regularly.