

University of Dayton – Graduate Assistant Development  
Shadowing Opportunity GA Questionnaire

Name: \_\_\_\_\_  
Major: \_\_\_\_\_

### Program Overview

The Student Development Graduate Assistant Shadowing Program provides an opportunity for graduate assistants to spend time observing the workday of other graduate assistants and full-time staff. Goals of the program include:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Learning about various functional areas | <input checked="" type="checkbox"/> Learning about various office structures/dynamics |
| <input checked="" type="checkbox"/> Promote collaboration amongst GA's      | <input checked="" type="checkbox"/> Begin to demystify positions/workloads            |
| <input checked="" type="checkbox"/> Assist in internship selection          | <input checked="" type="checkbox"/> Aid in the intent-to-return process               |

### Basic Information

Department(s) you'd like to shadow: \_\_\_\_\_

Why are you interested in shadowing in this department? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Shadowing Time Frame

Preferred Shadowing Month(s):  Sep  Oct  Nov  Dec  Jan  Feb  Mar  Apr  May

Preferred Day of the Week:  Mon  Tue  Wed  Thu  Fri

Preferred Length of Shadowing Experience: \_\_\_\_ Hours (suggested minimum: 3 hours)

### Shadowing Experience Interest

- Experience(s):
- |  |  |
|--|--|
| <input type="checkbox"/> Conduct/Behavioral Hearings | <input type="checkbox"/> On-Call Duty Shadowing          |
| <input type="checkbox"/> Committee Meetings          | <input type="checkbox"/> Staff Meetings                  |
| <input type="checkbox"/> One-on-One Student Meetings | <input type="checkbox"/> Program/Workshop/Event Planning |
| <input type="checkbox"/> Assessment                  | <input type="checkbox"/> Individual/Group advising       |
| <input type="checkbox"/> Daily Administrative Tasks  | <input type="checkbox"/> Budget Management               |
| <input type="checkbox"/> _____                       | <input type="checkbox"/> _____                           |

- GA Competencies:
- |   |  |
|---|--|
| <input type="checkbox"/> Administration & Org. Mgt.                         | <input type="checkbox"/> Communication                 |
| <input type="checkbox"/> Education Skills                                   | <input type="checkbox"/> Mission, Vision, & Philosophy |
| <input type="checkbox"/> Multiculturalism, Diversity, Equity, and Inclusion |  |
| <input type="checkbox"/> Professional Development                           | <input type="checkbox"/> Project Management            |

### Notes

- All GA shadowing participants will be asked to participate in a one-hour structured debrief approximately 1 week after the experience.
- This shadowing experience is completely optional and does not count towards the work-hour requirements set forth in your graduate assistant agreement.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_