CIDA Student Research Assistant Expectations

General: The project went out of scope due to issues on the collaborators end, which extended timeline for completion. Prior to the extension, student worked satisfactory, but did miss an important meeting and had issues with communicating in timely fashion (without context of working with student previously, I did read too much into communication delays). After project extension, communication issues were markedly worse and no show on meeting.

1. It is mandatory that all work is done on the P drive and Git.

Sometimes met: uploaded code to P drive after I had asked a few times. No work done on Git.

1. Meeting satisfactory progress in classes and on projects assigned from CIDA.

Sometimes met: worked adequately initially, but stopped responding/working after initial report (note: project did go out of scope which was due to issues with collaborator which extended timeline)

1. Answering emails within 2 business days.

Did not meet: generally, either responded several weeks later or not at all

1. Letting your supervisor know within 2 business days if there are circumstances that are delaying the progress of CIDA work or coursework.

Did not meet: see above, did not explain or notify me on delays.

1. Letting your supervisor know at the start of the semester (and reminders) of exams or other important class deadlines that would affect work timeline.

NA

1. Filling out and requesting vacation in timesheet form.

NA

1. Attending all meetings on time (CIDA weekly team meeting, other meetings with investigators or CIDA team members).

Did not meet: missed initial kickoff meeting, and later on, an important follow up meeting I scheduled to finish project.

1. Outlining the schedule for the semester (i.e., what days/hours will you be working, in-office vs at-home days). You need to be in the office 12 hours per week with 8 hours that are flexible.

NA

1. Developing, implementing, and communicating to your supervisor a time management system for balancing projects and classes.

NA

1. Adhere to CIDA policies for code and data on server (not laptop)

Sometimes met: not entirely sure how student worked re: laptop vs server (may have worked on H drive then transferred to P drive), but did upload code and reports to P drive.

1. A weekly email summary to Cheyret and Katerina with project update including:
   1. this is what I completed

NA

* 1. this is what I will work on next

NA

* 1. these are my roadblocks.

NA

1. A weekly check in with Cheyret

NA

1. A monthly Katerina to ensure projects move forward.

NA