



---

# RESIDENT ASSISTANT CONTRACT 2025-2026

---

## **General Statement**

A Resident Assistant (RA), at Ramapo College of New Jersey is an undergraduate resident student whose function is to act as a student assistant to the residents in the College residence halls and help in building strong and healthy residential learning communities that complement and extend classroom learning. RAs are expected to encourage students to become engaged leaders, develop interdependence, and responsible decision-making and life skills through formal community building programs, and informal face-to-face meetings and interactions.

RAs must be committed to self-development and the development of others, to the Office of Residence Life and to Ramapo College of New Jersey. RAs are selected because of their maturity, leadership abilities, experience, and interest in working with other students and staff members on campus. RAs are a vital and integral part of the Residence Life program at Ramapo College of New Jersey. As a paraprofessional staff member of the Student Well-being Core, RAs act as a representative of the College who interacts most directly with a diverse population of campus residents.

Resident Assistants report directly to the Graduate Residence Director who reports to the Area Director for a housing area or a Residence Director of a residence hall. Together, they are all responsible for adhering to and enforcing the policies and practices set forth by Ramapo College of New Jersey and the Office of Residence Life.

Due to the RA's unique position, work cannot be easily translated into hours worked per day or week. The RA job has responsibilities that will need to be completed daily and will require visibility in and around campus and their building and/or residence area.

Finally, RAs are expected to exercise good use of personal judgment to protect their credibility in the eyes of others, which is critical to their ability to perform this job effectively.

All returning Resident Assistants (RAs) shall be internally designated as Resident Assistant Mentors (RAMs) for their subsequent academic year in the RA role. RAMs will assume a pivotal leadership and mentorship role within their assigned team and the broader department. In addition to their existing responsibilities, RAMs will be tasked with providing comprehensive support and guidance to new RAs during their initial year in the RA role.

This contract and the [Resident Assistant Job Description](#) is a general statement of duties and does not specifically cover every task or responsibility that an RA may have. This is a reasonable attempt to provide an accurate listing of general duties/responsibilities. The Office of Residence Life reserves the right to modify/amend this contract at any time as well as assign additional responsibilities of reasonable nature to the RA staff.

## **QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT:**

- The first and foremost requirement is a sincere commitment to the position and the Office of Residence Life. As an RA I will place first priority on my RA responsibilities over all other non-academic concerns and activities including outside employment whether on or off-campus.
- I understand that in order to perform my job, I am required to live in assigned on-campus housing for the duration of my employment.
- **Good academic standing:** I understand that a minimum cumulative grade point average of 2.50 must be maintained, regardless of how many semesters I have attended Ramapo College of New Jersey. I understand that RAs must also maintain full-time status (12 credits or more) to reside on campus. If an RA drops below the full-time status of 12 credits, they may be terminated from the RA position and may be required to leave campus housing altogether. Graduating seniors are excluded from this rule during their final semester. I understand that my grades will be reviewed after each class session or semester.
  - RAs whose grades fall below the cumulative GPA requirement of 2.50 (at any time) will be dismissed from the position. This includes Summer and Winter grades.
  - RAs whose grades fall below the semester GPA requirement of 2.0 will be terminated.
  - RAs whose grades fall below the semester GPA requirement of 2.50 will be placed on academic probation for the following semester. If their semester GPA is still below the 2.50 requirement for the next academic session, their position will be terminated. Summer and Winter class grades will not be considered for purposes of probation.
  - If an RA receives an incomplete (I grade) that could potentially put the RA below the required 2.50 cumulative GPA or semester GPA requirement while on academic probation, the RA will be terminated from the position. However, if the incomplete brings the RA's cumulative and/or semester GPA above the 2.50 requirement(s), the RA may be offered RA Alternate status.
- **Good Disciplinary Standing at Ramapo College:** As an RA at Ramapo College, you are expected to serve as a role model for your peers. Any RA who violates and/or is found responsible for a violation of a College policy, including but not limited to those related to Student Conduct, Title IX, or Academic Integrity, may face termination of their position. Regular requests for disciplinary records will be made to the Office of Student Conduct, The Office of Title IX, and the Academic Integrity Board to ensure ongoing compliance with College standards.
- Employment with the Office of Residence Life may be affected if the RA is terminated for cause from another position on campus.
- The RA position is a one (1) year appointment. It is understood that termination after one semester is possible, based on evaluation by the supervisor and at the discretion of the Residence Life Department.

- RAs are responsible for the duties, policies, and procedures outlined in this job contract, the ORL Resource Manual, Expectations provided by the Office of Residence Life, the Guide to Community Living, the Student Handbook, the Student Code of Conduct, and all other College policies. The RA is also responsible for other duties as assigned by their supervisor(s) and the Office of Residence Life.
- RAs will refrain from any behavior that is unlawful and/or violates College Policy that discriminates against an individual or group because of their age, race, color, sex, or other genetic characteristics as defined by the College's Affirmative Action Policy or any other protected category. Any employee found in violation of this requirement shall be subject to corrective action, which will follow the ORL student staff progressive disciplinary process.
- **Professional Conduct and Attitude:** RAs are expected to maintain a friendly, positive, and cooperative attitude when interacting with residents, fellow Residence Life staff members, and supervisors. This includes demonstrating professionalism, respect, and support in all communications and actions, as such behavior aligns with the mission and goals of the department, fosters a welcoming community, and promotes excellent customer service.

## **MAJOR RESPONSIBILITIES:**

### **Student Development**

- One of the roles an RA will have is to develop a positive rapport with each resident in their area of responsibility, on their floor, wing, or building, and to build a trusting relationship that will foster open communication. The RA will strive to build a harmonious community, bringing together students of varying cultures, beliefs, genders, and religions.
- RAs are to be positive role models for all residents of their area of responsibility and throughout the Ramapo Community.
- RAs will work to develop a sense of community among their residents by creating a Community Development Plan at the beginning of the academic year. RAs will monitor and revise their Community Development Plans based on continued assessment of residents' feedback and consultation with supervisors. RAs will provide updates on their efforts via weekly or biweekly reports and a summary of progress at the end of each semester.
- RAs will fulfill all event requirements as outlined in the Community Building and Event Model.
- Alcohol, cannabis, and/or any other college-prohibited or illicit or mind-altering drug may not be consumed before or during any Residence Life-related function, including but not limited to duty, events, meetings, closing responsibilities, etc.
- RAs are not permitted to engage in any illegal activity on or off campus, including but not limited to solicitation of illegal drugs, or driving under the influence of drugs or alcohol. Such behaviors may result in disciplinary action, including termination from the RA position.

- RAs will be a resource for residents who are having a difficult time adjusting to college life, academics, or experiencing personal issues.
- RAs will encourage and facilitate an environment inclusive of all student diversity.
- RAs will assist in the development of community standards and roommate expectations.
- RAs will encourage residents to respect and maintain their building and campus surroundings.
- RAs will assist residents in their development as students and individuals.
- As a requirement of the position, RAs will be approachable, accessible, and visible to their residents.
- RAs will confront inappropriate behavior in an objective, consistent, and respectful manner while providing rationale for policies.
- RAs must remember that all forms of social media, including Internet information sources are publicly accessible. RAs should refrain from comments that would negatively affect the image of Ramapo College of New Jersey, and its Faculty and Staff, and the RA's position and image as a role model. Inappropriate online content may result in the Office of Residence Life following its progressive disciplinary process.

## **Administrative Duties**

- RAs are responsible for assisting with the maintenance assessment of all on-campus residence halls, including closed/off-line buildings. Housing Assignments or Room Inventory assessments are expected to be completed by RAs as accurately as possible. A Housing Assignment Inventory assessment must be completed for each resident. Common areas are also to be inventoried and monitored for damages. RAs are responsible for re-inventorying rooms/suites from which residents move out. RAs are responsible for completing a new inventory for each new resident and sharing it with the new resident prior to or upon their check-in.
- RAs are required to attend and participate in weekly staff meetings, one-on-one (1:1) meetings, and other meetings as scheduled by their supervisors.
- RAs are required to conduct Room Inspections for their assigned area.
- All RAs are required to report to RA Training prior to check-in at the beginning of the Fall and Spring terms, to remain on campus and work through first-year student check-in and returning student check-in. Mandatory RA Training dates are made available to staff as soon as possible.
- All RAs are required to serve on a Residence Life Committee.

- RAs are required to fulfill office hours and provide duty coverage during Spring Break.
- RAs are required to attend the ORL End of the Year Celebration activity.
- RAs are required to attend a Sneak Preview session if they are returning to staff for the following year.
- RAs are responsible for all deadlines and attendance at mandatory functions as outlined by the Office of Residence Life. Below lists some of the mandatory RA activities:

### **2025-2026 Fall-Spring Mandatory Responsibilities:**

Fall – The following are anticipated dates that may change:

- Sneak Preview – Fri, March 7, 2025 5:30pm-7:30pm
- RA/SARD Check-in – Sun, August 10, 2025
- ORL Staff Training – Mon, August 11, 2025-Tue, August 26, 2025
- Resident Check-in Dates – Sun, August 24, 2025 & Tue, August 26, 2025
- Fall Closing/Release Date – Wed, December 17, 2025 (latest Thu, December 18, 2025)

Spring – The following are anticipated dates that may change:

- RA Check-in – Wed, January 14, 2026
- Winter RA Training – Wed, January 14, 2026
- Spring Check-in – Mon, January 19, 2026
- Spring Break – Sun, March 15, 2026 – Sun, March 22, 2026
- Annual Year-End Celebration – Fri, April 24, 2026
- Spring Closing/Release Date – Fri, May 15, 2026 (latest: Sun, May 17, 2026)
- In the event of a campus emergency, all RAs may be called to respond. This does not include all types of campus emergencies. Campus emergencies will be decided upon by the Director of Residence Life, On-Call Administrators, or designee.
- RAs may be assigned other duties that contribute to and/or support the operation of the Office of Residence Life, Student Well-Being Core, and/or Ramapo College of New Jersey.
- When there is inclement weather, and the College opens late, closes early, or is closed altogether, the hall office will remain open for its regularly scheduled office hours and duty.
- RAs are required to maintain accurate administrative records.
- RAs are required to conduct building/floor meetings as dictated by their supervisor and/or the Office of Residence Life.
- RAs are responsible for the completion of bulletin boards and door tags (door decs or small door decorations) which must be posted by the deadlines specified by their supervisors.

- All RAs are required to remain until the designated release date following the official closing of the Residences at the end of each semester. Exact dates will be determined and communicated by the Residence Life Professional Staff.
- Ramapo College of New Jersey views email and voicemail as official forms of communication. Therefore, all RAs are expected to maintain professional tones and demeanors while communicating digitally, via telephone, as well as in person. It is expected that email, voicemail, and office mailboxes be checked daily and responses made, when necessary.

## **Office Hours and Duty Expectations**

- RAs are responsible for completing six office hours (Monday-Friday) in coordination with the entire hall/area staff to cover all operating hours and all required duty days, including all weekends.
- RAs will partake in and are responsible for an overnight duty rotation seven days a week.
- RAs will conduct two rounds of the building/area while on duty from 8:00 PM to 8:00 AM, as directed by Supervisor.
- RAs will respond to lockouts, noise complaints, policy violations, and other hall office matters.
- The RA on duty must remain inside their assigned building or apartment area, with the exception during weekend duty coverage where RAs are permitted to go to the Birch Tree Inn to pick up food. RAs are required to be quickly able to respond to concerns within their building or apartment area upon being called to respond to the scene.
- Loss or misuse of any key and/or access devices will result in disciplinary action following the ORL progressive disciplinary process for student staff. It will be the responsibility of the RA to immediately contact their supervisor during business hours or the On-Call Administrator via Public Safety after hours if a sub-master access device or other residence hall key is misplaced, including the staff member's Student Staff ID access card. Misuse of any sub-master, master key, or residence hall key in general will be subject to criminal charges.
- RAs that miss or are late to their scheduled duty or work shift for an unexcused reason will be subject to the ORL progressive disciplinary process.
- RAs are required to remain on campus at least two weekends per month.

## **Incident Report Writing and Involvement with Incidents**

- Campus Security Authority: I understand that I am a [Campus Security Authority](#) (CSA) and as such am required to report certain crimes immediately to Public Safety, whether I learn about them directly or indirectly. I understand I must complete the CSA training module by the deadline once distributed by Public Safety.
- Incident reports must be written anytime an RA responds to and/or reports an incident.
- Incident reports must be submitted by 8:30 AM the day following the incident.
- RAs will be responsible for contacting Public Safety for any incident that would require Public Safety's assistance as soon as the incident is discovered/reported.
- RAs must contact Public Safety prior to responding to an incident, when possible. RAs must communicate incident conclusions to Public Safety.
- RAs are obligated to maintain strict confidentiality regarding both the incidents they observe and the incident reports they file.
- RAs must comply with the Guest Policy procedures.

## **RA Evaluations, Time Commitment, and Outside Employment**

- Employment and Reappointment are not guaranteed; they are based on overall job performance, which includes but is not limited to supervisor evaluations, resident evaluations, attitudinal considerations, and any other pertinent factors that may affect work performance and adherence to the RA Contract. In addition, time restraints and academic schedules, including studying abroad for the following semester may also be considered when reviewing re-appointment applications and for staff/area placement.
- Upon reappointment, it is understood that RAs are placed into different residential areas/buildings based on departmental needs. RAs are not placed into a residential area/building based on how many years within the department, requests for specific areas/buildings, or any reason other than departmental needs.
- Building assignments/reassignments for RAs are subject to change at any time based on departmental needs and are at the discretion of the Residence Life professional staff.
- The RA position must be the primary activity for those selected. Participation in clubs, organizations, and athletics is acceptable; however, if activities become excessive, your supervisor will make you aware that they are interfering with the expectations of the RA position. Outside employment needs pre-approval by your supervisor. If RA job responsibilities suffer in any way, a meeting will be scheduled to develop a plan

of action pertaining to any outside activity.

- RAs with any leadership position on campus must speak with their direct supervisor. Due to a significant conflict of interest, RAs may not serve as President of the Student Government Association (SGA) or Alternate/Student Trustee.
- RAs will not be permitted any extended leave time. In the instance of prolonged illness or other extenuating circumstances that require the RA to be absent from campus for more than three (3) consecutive days, it is the responsibility of the RA to communicate these circumstances to their supervisor within a timely manner at which time an assessment will be performed of the RA's ability to carry out their job responsibilities. The Office of Residence Life reserves the right to terminate their contract if it is deemed they cannot fulfill assigned job responsibilities, and/or the absence(s) cause a undue burden on the area/building staff or the department. RAs may be required to provide medical documentation/notes from reputable medical sources.
- Staff members who wish to participate in Greek Life must abide by all policies and procedures listed by the College and must communicate with their supervisor prior to engaging in any new member process.
- Any staff-issued uniforms (including staff polos, nametags, branded T-shirts, etc.) should be reserved for staff-related job responsibilities including but not limited to check-in/check-out, room inspections, large-scale programs, etc. Staff are expected to keep uniform items in good condition at all times. Staff may be required to return issued uniform items upon completion of the academic year, as directed by their Supervisor.
- RAs who resign from the position on good terms due to study abroad, an internship or another reason may be selected to be placed on the RA Alternates list if the following conditions are met:
  - The RA previously completed one full semester as an RA for the Office of Residence Life.
  - The RA notified their direct supervisor of their intent to leave the RA position due to an internship, study abroad, or any other reason in a timely manner.

## **ID Cards and Student Staff Network Drives**

- RAs will receive an ID card that has "Residence Life Student Staff" printed on the front. Upon check-in to the RA position, each RA must present their current student ID card to their Supervisor in exchange for the Student Staff ID card. At the conclusion of the academic year and/or employment (whichever happens first), the RA will return their Residence Life Student Staff ID card to their supervisor. RAs will receive their regular student ID card back.
- Hall Office passwords, Student Staff P-Drive, Google Drive and other network drives must not be misused. If logging on to a public computer, RAs must protect the confidentiality of all drives by logging off.



# **Termination, Resignation, Job Abandonment, Probation and Appeals**

- If an RA is terminated or resigns, they forfeit all compensation including housing and meal plan waivers, as of the effective date of termination/resignation. The staff member will also be responsible for repaying Residence Life the prorated amount of their meal plan that should be remaining as of the date of termination/resignation (\$700.00 divided by total number of days in the semester, times the number of days remaining in the semester) and will have remaining funds removed from their student account. A prorated charge will be placed on the student's account for housing and meal plan charges (should the new housing assignment result in the addition of a meal plan). In addition, they will be required to relocate from their Residence Life designated room/suite/apartment to a different residential area or off campus. Relocation and timeframe are based on the discretion of the Office of Residence Life.
- If a staff member is terminated or resigns from their position, for any reason, on any date within the last 30 days of each semester, the staff member forfeits a portion of their housing waiver. The staff member must then pay the amount of \$1,200.00 to Ramapo College of New Jersey, regardless of their decision to continue living in on-campus housing. The staff member will also be responsible for repaying Residence Life the prorated amount of their meal plan that should be remaining as of the date of termination/resignation (\$700.00 divided by total number of days in the semester, times the number of days remaining in the semester) and will have remaining funds removed from their student account.
- RAs who choose not to return to the position for the next academic year, but plan to remain in campus housing will need to pay the housing deposit by published deadlines.
- Decisions for termination are made by the Residence Life Professional Staff. RAs can be terminated at any time for various reasons, including but not limited to; failure to meet position expectations, insubordination, violations of the Student Code of Conduct, Guide to Community Living, Housing Contract, or federal, state, and local laws, especially if it is in the best interest of the department, the staff, and the residents. Additionally, staff evaluations, conduct outside of the position, and records related to the position can all be considered in the decision-making process for termination. The Student Conduct process is a separate process from the employment and performance process. Employment decisions may be made separate from findings in the student conduct processes.
- RAs are hired with the expectation that they will continue to work in their Residence Life position until the end of their contract term, which includes closing responsibilities (both Fall and Spring) that extend beyond the date that the residence halls close for the semester. This information will be communicated by the Office of Residence Life as the staff release date and/or it will be communicated by the staff member's supervisor(s).
- When conduct is deemed inappropriate for a student staff member, but not grounds for termination, an individual may be subject to disciplinary probation following the progressive discipline process. During this period the staff member will have the opportunity to remain in the position while correcting their

behavior. Subsequent violations during this time may result in termination. Other forms of discipline not involving probation or termination are at the direct discretion of the supervisor.

- In the event that a student staff member believes they are being terminated from their position in error or they can provide outstanding facts yet to be considered, which may necessitate a different decision, they may submit a written request letter of appeal to their direct supervisor and the Director of Residence Life within 24 hours of receipt of their notice of termination. The appeal will be reviewed by the professional staff before whom the appellant must appear in order to have the circumstances of the termination reconsidered. The appellant will traditionally receive the appeal decision, in writing, within two business days, unless additional information and/or testimony are requested by the professional staff.

## **Ethical Standards and Guidelines**

- RAs have access to a great deal of confidential information such as incident reports, R-numbers, addresses, etc. It is their ethical responsibility not to abuse that access in any way or at any time. RAs can be held legally responsible any time during or after employment with the Office of Residence Life should confidential information be disclosed. Additionally, such behaviors may result in disciplinary action, including termination from the RA position.
- RAs will not misuse the peg, building keys, staff ID card and/or access devices that are provided to staff at any time and understand that these are made available for work-related reasons only.
- All staff need to be fair and consistent with other staff, residents, and peers. Consistency in judgments and actions must be standard.
- RAs need to create appropriate relationships within the confines of the staff structure and the staff/student relationship. As a staff member, there are often lines that need to be drawn (which may include but are not limited to romantic involvement, fraternization, etc.), to guarantee appropriate behavior in the office, among the students, and with peers.
- The Office of Residence Life strongly discourages romantic or intimate relationships with students that are their residents.
- RAs must not make decisions that result in behavior contrary to the Department's rules, instructions, policies, procedures, or expectations.
- RAs are to comply with and abide by all State and Federal laws and regulations as well as Ramapo College's rules, policies, and procedures.
- RAs are accountable for their own actions.

- RAs shall not undertake any employment or service, whether compensated or not, which may impair the employee's objectivity and independence of judgment in the exercise of their official duties.
- RAs shall not act in any way that may create an impression or suspicion among the public that they may be engaged in conduct violating the employer's trust.
- The Office of Residence Life considers anything on the World Wide Web, including but not limited to social media and Internet communications public-domain and will be considered in determining continued employment. Internet files or posts must not depict individuals engaging in conduct that is unethical, in violation of College policies, or illegal behavior.
- RAs must not engage in illegal file sharing or downloading illegal content, such as movies, music or books from the Internet.
- RAs are given a certain degree of authority. It is extremely unethical to misuse this authority for personal gain or enjoyment. No staff member shall use or attempt to use their official position to secure unwarranted privileges or advantages for themselves or others.
- RAs must adhere to the provisions of the American College Personnel Association's Ethical Principles as outlined below.

### **Ethical Principles**

*No statement of ethical standards can anticipate all situations that have ethical implications. When student affairs professionals are presented with dilemmas that are not explicitly addressed herein, a number of perspectives may be used in conjunction with the four standards identified in this document to assist in making decisions and determining appropriate courses of action. These standards are: 1) Professional Responsibility and Competence; 2) Student Learning and Development; 3) Responsibility to the Institution; and 4) Responsibility to Society.*

*Ethical principles should guide the behaviors of professionals in everyday practice. Principles are assumed to be constant and, therefore, provide consistent guidelines for decision-making. In addition, student affairs professionals should strive to develop the virtues, or habits of behavior, that are characteristic of people in helping professions. Contextual issues must also be taken into account. Such issues include, but are not limited to, culture, temporality (issues bound by time), and phenomenology (individual perspective) and community norms. Because of the complexity of ethical conversation and dialogue, the skill of simultaneously confronting differences in perspective and respecting the rights of persons to hold different perspectives becomes essential. For an extended discussion of these aspects of ethical thinking, see Appendix B.*

*Appendix B Ethical Foundations of this Document The principles that provide the foundation for this document are: Act to benefit others. Service to humanity is the basic tenet underlying student affairs practice. Hence, the student affairs profession exists to: [a] promote cognitive, social, physical, intellectual, and spiritual development of students; [b] bring an institution-wide awareness of the interconnectedness of learning and development throughout the institution in academic, service, and management functions; [c] contribute to the effective functioning of the institution; and [d] provide programs and services consistent with this principle.*

*Promote justice. Student affairs professionals are committed to assuring fundamental fairness for all persons within the academic community. The values of impartiality, equity, and reciprocity are basic. When there are greater needs than resources available or when the interests of constituencies conflict, justice requires honest consideration of all claims and requests and equitable (not necessarily equal) distribution of goods and services. A crucial aspect of promoting justice is demonstrating respect for human differences and opposing intolerance of these differences. Important human differences include, but are not limited to, characteristics such as ability, age, class, culture, ethnicity, gender, gender identity, race, religion, or sexual orientation.*

*Respect autonomy. Student affairs professionals respect and promote autonomy and privacy. This includes the rights of persons whose cultural traditions elevate the importance of the family over the importance of the individual to make choices based on the desires of their families if they wish. Students' freedom of choice and action are not restricted unless their actions significantly interfere with the welfare of others or the accomplishment of the institution's mission.*

*Be faithful. Student affairs professionals make all efforts to be accurate in their presentation of facts, honor agreements, and trustworthy in the performance of their duties.*

*Do no harm. Student affairs professionals do not engage in activities that cause either physical or psychological damage to others. In addition to their personal actions, student affairs professionals are especially vigilant to assure that the institutional policies do not: [a] hinder students' opportunities to benefit from the learning experiences available in the environment; [b] threaten individuals' self-worth, dignity, or safety; or [c] discriminate unjustly or illegally. Student affairs professionals are expected to understand that students from non-dominant cultures and groups that differ from the majority may feel harmed by attitudes and processes that are considered harmless by members of the dominant (i.e. majority) group.*

Reference: [http://www.myacpa.org/sites/default/files/Ethical\\_Principles\\_Standards.pdf](http://www.myacpa.org/sites/default/files/Ethical_Principles_Standards.pdf)

Some of the above-mentioned items in the contract were taken from job descriptions from the following Colleges or Universities: Rutgers, Felician, Rider, Central Michigan University, Stanford University, Villanova, and University at Buffalo.



# OFFICE OF RESIDENCE LIFE

## Resident Assistant CONTRACT

AUGUST 2025-MAY 2026

*I READ AND UNDERSTAND THE GUIDELINES AS STATED IN THE RESIDENT ASSISTANT CONTRACT.*

**Failure to adhere to the above guidelines, the duties outlined in the RA job description, the Student Staff Resource Manual, or responsibilities assigned by the Office of Residence Life, may result in termination of employment at any point during the academic year; termination for cause is effective immediately and is at the discretion of the Residence Life Professional Staff**

RA Name (printed)

---

RA Signature

---

Supervisor Signature

---