

ADVISOR TIME SHEET

Advisor: Paul Quick

Month: January 2009

Date	Activity	Time
1	Email	0.5
2	Email	0.5
4	Review student documents, research, email	3.5
5	Meet w/ student x 2, office hours, research, email	5.0
6	Email, prepare for QUIC mtg	1.5
7	Email	0.5
8	Email	0.5
9	Email, draft term report	2.0
11	Email	0.5
12	Advisor meeting, office hours, compile & submit monthly report, research, email	5.0
13	Finalize term report, prepare presentation, SGPS council presentation, email	6.5
14	Email, respond to student inquiry	1.5
15	Email	0.5
16	Meet w/ student, respond to student inquiry, email	2.5
17	Email	0.5
18	Email	0.5
19	Meet w/ student x 2, research, respond to student inquiry, office hours, email	6.0
20	Mtg w/ Ban Righ, research, email	3.0
21	Email	0.5
22	Email	0.5
23	Respond to student inquiry	1.5
24	Email	0.5
26	Email, review brochure content, office hours	3.5
27	Email	0.5
28	Email, update report & submit	1.0
29	Email	0.5
31	Email	0.5
Monthly target: 50	Monthly Total:	49.5
YTD target: 250	Year-to-date Total:	252

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# of Cases	Types of Cases	Details
	Conflicts with a supervisor or faculty member	
	Supervisor/program change	
	Housing issues	
	Potential human rights issues	
	Non-discriminatory harassment	
	Intellectual property issues	
	Funding challenges	
	TA/RA employment issues	
	Email harassment	
	Grade dispute	
	Conflict re lab responsibilities	

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____