

Language Assistant Stipend Pilot Program: Monthly Tracking Log

Overview

The Monthly Tracking Log (“Log”) systematically evaluates and monitors the overall effectiveness of the Language Assistant Stipend Pilot Program (“Program”) over a specific month.

It serves as a repository for details including the language assistant’s name, dialect or language used during assistance provided, purpose or topic, and client (student/student family or parent). This enables easier oversight and assessment of the pilot program’s impact, workload distribution, and the timely completion of various language assistance tasks, dependent if follow-up was provided or requested.

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Process

1. The Language Assistant will download the Log from the [TCE Forms website](#).
 2. The Language Assistant will complete the Log to reflect all language assistant work during that month.
 3. The Language Assistant will sign the Log.
 4. The Language Assistant will email the Log to their supervisor or manager.
 5. Their supervisor or manager will sign the Log and email it to the Language assistant.
 6. The Language Assistant will email the Log to askhr@uta.edu for acknowledgement before the first of each month.
- ▶ *Language Assistants contribute to the success and effectiveness of the Program and maintain their eligibility for associated benefits by adhering to these responsibilities.*

