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 <u>askhr@uta.edu</u> 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.

Monthly Tracking Log

Name				_ Month		_ Year
Client Name	Dialect or Language	Project Name	College or Department	Translation Date	Status	Notes
Blaze Maverick	Spanish	Student Orientation	New Maverick Orientation	9/5/2023	Completed	Assisted new student to attend orientation

Acknowledgement

Language Assistant Signature _____

Supervisor/Manager Signature _____

Date _____

Date _____