

Muskingum University Residence Life Office

Weekly Report

Name _____ Bldg/Floor _____ Date _____

Occupancy # _____ Vacancies _____

(List total number of current residents,
yourself, co-RA and your roommate.)

(List room #'s with vacancies. List # of spaces in each
including room. Ex: 135-1, 409-2

List any room changes that have occurred since your last report:

Name	From	To	Date Moved
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Community Progress: (current issues, relationships with residents, building atmosphere, community development issues, noise level, etc.)

Resident Interactions: (academics, emotional health, successes, and physical well-being of your residents, as well as roommate conflicts, guests, discipline, etc.)

Date	Room#	Name	Comments

Student Learning Experiences: (discussions, group study sessions, tutorial sessions, passive and active programming efforts, programming ideas, referrals, etc.)

Date	Description	Comments

Physical Environment: (concerns with damage, trash, maintenance problems, etc.)

Date	Description	Reported y/n	Repaired y/n

Personal Reflections: (check one)

	Exceeding Expectations	Meeting Expectations	Will Improve	How So...?
Relationships with residents				
Visibility on my floor				
Contact with Staff				
Contact with my SRA				
Contact with my AC				
My attitude				
Me				

Additional Reflections: (personal successes, concerns, or just how you are doing?)

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