

February 19, 2015

Hi Erin,

Great work on your reference document! I love the succinct chart in the beginning and all of the individual checklists that make it clear exactly what needs to be accomplished for that specific timeframe. It definitely looks much easier to read and understand than a 100 page file, yet there is a ton of information incorporated at the same time!

Since your document does mean to complement an existing document, have you considered possibly adding reference page numbers to the corresponding original document sections? As an experienced RA your checklists would probably be really helpful for making sure nothing is forgotten, but for a beginner going through things for the first time, being able to move easily from task/checklist to details may make things easier. Also, are RA duties/documents different for different buildings? I was initially confused by the STW14-15 (which I assume means Stetson west 2014-2015?) – if the guide wouldn't apply to an RA in a different building for example, making it clearer that the guide is for Stetson west only might be helpful.

Your email looked great as a somewhat informal but informational correspondence to someone you already know. Overall, I think your reference document material looks great.

Sincerely,

Jennifer Shum