

Directions to Hire an ISA Grader in the IME Department

Faculty start the process to hire ISA graders.

Please go to our website www.ime.calpoly.edu

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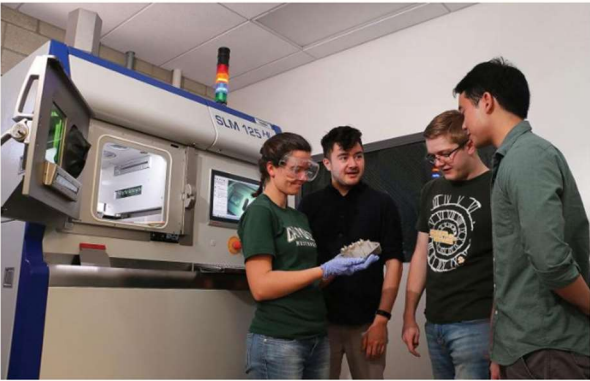
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Click on Administrative tools and Project Resources

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Current Students



Engineering students, from left, Moira Foster, Dominique Porcincula, Benjamin Murray and David Otsu work with Selective Laser Melting (SLM) machine to 3-D print in stainless steel. Photo: Dennis Steers

Please refer to the following information to learn about processes in the IME department. If you have additional questions after having read the directions, please contact the office for support.


Administrative Tools and Project Resources

IME Course Videos	Degree Programs	Undergraduate Curriculum
Graduate Curriculum	Student Advisor List (Word)	Course Offerings (PDF)

Click on ISA Student Hire Request

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Administrative Tools & Resources

ISA Employment

A request to hire an ISA must be made by faculty/supervisor. The form will not be processed if submitted by student.

Hiring Process:

- Faculty submits a Student Hire Request: Faculty - [ISA Student Hire Request](#).
- Once submitted, department office will proceed with hiring and initiate ASE 101/ISA 101 forms.
- Forms will be routed to students, faculty and department chair for approvals via AdobeSign.

Complete the form and this will come to the IME office and we will finish the hiring process

IME ISA Hire Request

A request to hire an ISA can only be made by faculty/supervisor/instructor of record for the respective class. **The form will not be processed if submitted by a student.**

...

Hi, Stephanie. When you submit this form, the owner will see your name and email address.

* Required

1. Student Last Name *

Enter your answer

This is the last message you receive. It then goes to the IME office to complete the hiring process.

IME ISA Hire Request

✓ Thanks!

Thank you for your submission. Your request will be processed as quickly as possible.

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