

## PROMPT ASSISTANTSHIP PACKET CHECKLIST

*Southern Illinois University is an equal opportunity employer and will not discriminate against any person on the basis of race, ethnic origin, or sex.*

**Department/Program:** \_\_\_\_\_

**Nominee Last Name:** \_\_\_\_\_ **Nominee First Name:** \_\_\_\_\_

**DAWG Tag #:** \_\_\_\_\_  Master's  M.F.A.  Doctorate

Please check off appropriate box when each document has been included in the packet.

**ALL DOCUMENTS** below **MUST** be included in the fellowship packet to be processed. Please arrange documents in order listed below. Packets with incomplete or missing documents will be returned which will delay the fellowship selection process and may even render the student ineligible depending on which documents are missing.

If you have questions, please contact the GA Office at (618) 453-4555.

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### REQUIRED DOCUMENTS:

- Fellowship Packet Checklist
- Application for PROMPT Assistantship
- Departmental Fellowship Nomination Form
- Award Essay
- Nominee's Personal Statement
- Nominee's Curriculum Vitae
- Nominee's Letters of Recommendation (3)
- Nominee's Official Transcripts (for ALL schools attended)
- Nominee's Official Standardized Test Score (If required for admission)

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### Preparer Information for Questions/Problems:

**Packet Prepared By:** \_\_\_\_\_

**Preparer's Phone:** \_\_\_\_\_

**Preparer's Email:** \_\_\_\_\_

**Preparer's Mail Code:** \_\_\_\_\_

**PLEASE REPLACE THIS PAGE WITH NOMINEE'S APPLICATION FOR PROMPT ASSISTANTSHIP**

# DEPARTMENT NOMINATION FOR PROMPT ASSISTANTSHIP

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## Nominee Information

Nominee Name: \_\_\_\_\_ DAWG Tag #: \_\_\_\_\_  
                          Last                          First                          MI  
Department: \_\_\_\_\_  Master's     M.F.A.     Doctorate  
Field of Study: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

## Ranking of Nominee

To complete this section, please utilize the admission material that the nominee has submitted to your academic department. Please comment and/or provide a score in the space provided (attach a second page if needed).

1. Personal Statement (Range 0-10)..... Score \_\_\_\_\_

**Considerations:** Applicant's rationale for selected field of study; relationship between proposed major and future plans; and description of research interest. Applicant's use of grammar/spelling/etc.

2. Academic Information (Range 0-15)..... Score \_\_\_\_\_

**Considerations:** Can this degree be obtained, given the applicant's academic record and preparation. Overall comments about the applicant's academic performance.

**Undergraduate GPA:** \_\_\_\_\_ (last 45 hours if student **has not** graduated or last 60 hours if student graduated)

**Graduate GPA:** \_\_\_\_\_ (prior graduate work)

**Name of national exam taken:** \_\_\_\_\_

**Scores: Verbal** \_\_\_\_\_ **Quantitative** \_\_\_\_\_ **Analytical** \_\_\_\_\_

3. Letters of Recommendation (Range 0-15)..... Score \_\_\_\_\_

Please summarize your assessment of these letters.

**TOTAL** \_\_\_\_\_

## Department Information

Department: \_\_\_\_\_ Prepared by: \_\_\_\_\_

Preparer Phone: \_\_\_\_\_

Preparer email: \_\_\_\_\_

- Is the nominee a U.S. Citizen?  Yes  No
- Is the nominee a new incoming graduate student?  Yes  No
- Will your department participate in the "1+1" match if the above applicant is selected by the PROMPT Panel?  Yes  No  
(The "1+1" arrangement means that the Graduate School will support a 50% assistantship for two consecutive years for a **new** student provided that the department would financially support another new student at the same level.)

If "yes," please indicate the name and address of your proposed match applicant who has been formally admitted by the Graduate School:

Match Applicant Name: \_\_\_\_\_ DAWG Tag #: \_\_\_\_\_  
Last First MI

Field of Study: \_\_\_\_\_  Master's  M.F.A.  Doctorate

GPA: \_\_\_\_\_ (Minimum of 3.0 for Master's/M.F.A. or 3.25 for Doctorate.)

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

- Do you wish to request a shared assistantship?  Yes  No  
(A "shared" arrangement means that the Graduate School will support half of the 50% assistantship with the department for one **new** student for two consecutive years. This request may only be made if the department is unable to participate in the "1+1" match. The PROMPT Panel will evaluate a request for a shared assistantship that outlines the department's efforts to recruit underserved students (i.e., reasons for unsuccessful attempts, future recruitment plans, etc.)

If "yes," please explain the department's reason for the request.

\_\_\_\_\_  
Signature of Department Authorized Representative

\_\_\_\_\_  
Date

Submit to: Fellowship Office  
Graduate School  
Southern Illinois University  
1263 Lincoln Dr., Mailcode 4716  
Carbondale, IL 62901

Website: <http://gradschool.siu.edu/cost-aid/prompt.html>

**PLEASE REPLACE THIS PAGE WITH NOMINEE'S AWARD ESSAY**

**PLEASE REPLACE THIS PAGE WITH NOMINEE'S PERSONAL STATEMENT**

**PLEASE REPLACE THIS PAGE WITH NOMINEE'S CURRICULUM VITAE**

**PLEASE REPLACE THIS PAGE WITH NOMINEE'S LETTERS OF RECOMMENDATION**

**(Three letters of recommendation are required)**



**PLEASE REPLACE THIS PAGE WITH NOMINEE'S OFFICIAL TRANSCRIPTS**

(for ALL schools attended)

**PLEASE REPLACE THIS PAGE WITH NOMINEE'S OFFICIAL STANDARDIZED TEST SCORE**  
(If required for admission)