

## **GUIDELINES FOR THE PREPARATION OF NOMINATIONS FOR PROMPT ASSISTANTSHIP**

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

### **PROMPT ASSISTANTSHIP**

The PROMPT Program (Proactive Recruitment of Multicultural Professionals for Tomorrow) is an initiative developed by the Graduate School of Southern Illinois University (SIU) to increase the number of individuals receiving advanced degrees in the United States from families which have traditionally not had access to the opportunities of higher education and who, through their life and/or cultural experiences, have unique and potentially positive contributions to make to the program, the discipline, and in the larger academic community. The Graduate School, in alliance with participating academic departments, will provide financial assistance packages to competitive, admissible students to pursue advanced study at SIU Carbondale.

When awarded, the Graduate School will enter into a “shared” arrangement wherein the half-time assistantship of one **new** student is supported by both the Graduate School and the department for two consecutive years.

The PROMPT Assistantship is a two-year, half-time assistantship for **new** students who have been unconditionally admitted to either a master’s or doctoral degree program.

Note: The PROMPT Assistantship is considered a recruitment tool, and will not be awarded to continuing students. Students who have previously held a PROMPT Assistantship are not eligible for this award.

### **Stipends and Tenure of Award**

PROMPT recipients will receive a nine-month assistantship appointment for Fall and Spring for up to a maximum of two years. The monthly stipend for the recipients of the PROMPT Assistantship will be based on the current departmental graduate assistantship rate. This assistantship provides a tuition scholarship for fall, spring, and summer. Recipients are responsible for fees. Recipients will start their assistantship in the fall semester.

Students holding PROMPT Assistantship appointments will be required to commit twenty (20) hours per week to teaching, research, or clinical activities that will be assigned and supervised by the recipient’s academic department. During special recruitment and graduate enhancement events held at SIU, the Graduate School will solicit the assistance of the PROMPT recipients to participate

in seminars and orientation programs. Depending on their academic course work, they may also be asked to return to their home campus for recruitment purposes. PROMPT recipients must remain in the Carbondale area as fulfillment of their award except with permission by the Graduate Dean or his/her designee. PROMPT recipients must enroll as full-time students (a minimum of eight graduate credit hours for fall and spring, and optional summer enrollment of three graduate credit hours). A minimum grade point average of 3.0 must be maintained each term.

### **Eligibility**

Nominees must meet the following criteria:

1. A **new** incoming student who has been unconditionally admitted to either a master's or doctoral degree program.
2. An earned degree(s) from an accredited institution of higher learning.
3. A minimum grade point average of 3.0 (scale 4.0 = A) on approximately the last 60 hours of undergraduate work (or the last 45 hours if the student has not graduated), and, when appropriate, a graduate grade point average of 3.25.
4. A member of a traditionally underrepresented group.
5. A U.S. Citizen.

### **Criteria for Awarding PROMPT Assistantship**

PROMPT awards will be offered to those nominees who show the greatest promise for scholarly and professional achievement in their respective disciplines as determined by an evaluation panel. The following criteria will be employed as indices of promise:

1. The assessment by the department of the nominee's abilities, achievements, and promise for success in Graduate School.
2. Overall undergraduate and graduate grade point averages. Scores on standard tests such as GRE, MAT or GMAT will be considered as appropriate.
3. Strength of letters of recommendation from persons who are familiar with nominee's academic record and who are qualified to judge his/her promise for success in the program.
4. Academic indicators of potential, other than, grade point average or test scores, such as honors, publications, and awards.
5. Department's commitment to participate in the shared assistantship.

For more details in preparing the PROMPT nomination packet, please follow the instructions in the section below entitled “Required Nomination Materials for the PROMPT Assistantship”.

### **Deadlines**

**Friday, 4:00 p.m., January 22, 2021**      Deadline for submission of PROMPT Assistantship nomination materials to the Graduate School.

**Friday, February 19, 2021**      Date assistantship offers are to be announced.

**Thursday, April 15, 2021**      Deadline for acceptance of offers.

### **Submission Process**

The PROMPT Assistantship nomination packet should be submitted via email (in .pdf format) to [charris@siu.edu](mailto:charris@siu.edu) **AND** in hard copy to the Assistantship/Fellowship office by the deadline date above. Packets received after the above deadline will be considered ineligible.

Departments submitting multiple nomination packets should create a .pdf file for each individual nomination packet.

### **Required Application/Nomination Materials for the PROMPT Assistantship**

The nomination materials are routed among members of an evaluation committee; therefore, each set of materials for each student should be complete in and of itself. Only nominees whose nomination materials are complete will be considered in the competition. A completed nomination dossier will include the following in the **order listed below**:

1. PROMPT Assistantship PACKET CHECKLIST
  - a. Completed by the Department.
2. APPLICATION FOR PROMPT Assistantship AWARD
  - a. Completed by the student or by the Department; please check to make sure data is up-to-date.
  - b. Department completes section “For Department Signature”:
    - i. Indicate the specific award for which the student is being nominated.
    - ii. Provide signature of Department Chair or Director of Graduate Studies, date, and name of department making the nomination.
    - iii. Students can’t apply on their own. They must submit all documents to the department for nomination.

### 3. AWARD ESSAY

- a. Completed by the student.
- b. Two-page (maximum) award essay that must describe how the student's personal or family background, life, cultural, and/or ethnic experiences could contribute to a more reflective, responsive environment in the program, the discipline, and in the larger academic community.

### 4. PERSONAL STATEMENT

- a. Completed by the student.
- b. Three-page (maximum) personal statement indicating personal experiences, educational goals, and professional interests and how these items can contribute to a more reflective, responsive environment in the program, the discipline, and the larger university community. The statement should also address academic qualifications in regards to academic excellence which should include, but not be limited to the following: academics achievements, honors, awards, publications, and extracurricular activities.

### 5. CURRICULUM VITAE

- a. Completed by the student.

### 6. DEPARTMENTAL PROMPT ASSISTANTSHIP NOMINATION FORM

- a. Completed by the Department.
- b. Graduate Degree and GPA, if any.
- c. GRE/MAT/GMAT results (at least one test score is required).
- d. Departmental Ranking. The rankings of the nominee relative to all other PROMPT Assistantship nominees from the department. For example, a department might submit 5 PROMPT Assistantship nominees. In this case, it would state for each nominee that he or she was '1 of 5' or '2 of 5', etc.
- e. Define the reasons this student is being nominated and the basis for the department's ranking. Include such factors as the academic quality of the program from which the student received his or her degrees, and information concerning any special accomplishments, which qualify him or her for a master's-level award. Also include any information supporting the student's commitment to advanced study and a summary of any experience since being awarded the bachelor's degree.  
*PLEASE TYPE.*

### 7. THREE (3) LETTERS OF RECOMMENDATION

- a. These should be from persons who are familiar with the nominee's academic record and who are qualified to judge his or her promise for success in graduate studies. These letters may be copies of those already received in the department in support of the nominee's application for admission to the program; however, it

may be preferable to have new letters specifically written to support the PROMPT Assistantship nomination.

- b. These letters should refer to one or more of the following characteristics/skills: communication, creativity, explanation (a reason or cause for some phenomena or finding), motivation, planning, professionalism and synthesis (those skills that facilitate the development of an expert domain of knowledge structures). The letters should accompany the nomination; they should not be sent separately to the Graduate School.

#### 8. STANDARDIZED TESTS SCORES (**required**)

- a. Please attach AT LEAST ONE copy of official standardized test score.
  - i. Acceptable standardized tests are: GRE, MAT, or GMAT.
  - ii. A missing standardized test score will result in automatic rejection of PROMPT Assistantship application.

#### 9. OFFICIAL TRANSCRIPTS

- a. Please attach copies of official transcripts for ALL degree granting institutions.
  - i. Transcripts from SIU can be unofficial.
  - ii. A missing transcript will result in automatic rejection of PROMPT Assistantship application.