

## **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 “1+1” match arrangement with participating departments to provide two **new** students with half-time assistantships for two consecutive years: one student funded by the Graduate School and the other one supported by the department. The department may also request 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 "1+1" match or 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**

<b>Friday, 4:00 p.m., January 25, 2019</b>	Deadline for submission of Student PROMPT Assistantship Application materials to the Graduate School.
<b>Friday, 4:00 p.m., January 25, 2019</b>	Deadline for submission of Department Nomination materials to the Graduate School.
<b>Friday, February 22, 2019</b>	Date assistantship offers are to be announced.
<b>Monday, April 15, 2019</b>	Deadline for acceptance of offers.

### **Submission Process**

The fellowship 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.

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

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

A completed nomination packet is comprised of two portions; an Application (submitted by the student) and a Department Nomination (submitted by the department). The Application and

Department Nomination should be submitted in hard copy form to the Fellowship Office by the deadline date. Late or incomplete packets will be disqualified from consideration.

Only nominees whose nomination materials are complete will be considered in the competition. A completed nomination packet will include the following:

- **Application (submitted by the student to the Graduate School)**
  1. PROMPT Assistantship Application
  2. Award Essay (maximum two pages, double-spaced). The statement 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. (The upper right hand corner of the paper should contain "Award Essay," name of the student, and "PROMPT Assistantship.")
  3. Autobiographical Statement (200-word). Applicants should prepare this paper **in third person**, highlighting his/her academic achievements and professional interests, honors, awards, publications, presentations, and co-curricular involvement. (The upper right hand corner of the paper should contain "Autobiographical Statement," name of the student, and "PROMPT Assistantship.")
  
- **Nomination (submitted by the Department to the Graduate School)**
  1. Department Nomination Form
  2. Personal Statement (admission materials)
  3. Letters of Recommendation (admission materials)
  4. Official Transcripts (admission materials)
  5. Standardized Test Score (if required for admission to program)