

## AL GRADUATE TEACHING ASSISTANTSHIPS

Through tuition refunds to UMCES for courses taught through the University of Maryland at College Park, AL may provide financial support to a small number of MEES students. Thus, the AL Graduate Education Committee plans to annually solicit nominations for Graduate Teaching Assistantships to support outstanding students whose advisor is an AL faculty member.

**GOALS:** AL Graduate Teaching Assistantships are targeted for (1) supplementing faculty-generated grant and contract support (1:1 match) for recruitment of new students, which is their first priority, and (2) students near completion of their degree program whose source of support (grants, contracts, fellowships, etc.) has expired. Students under other circumstances may be considered for assistantships; however, the limited number of assistantships and focus on the above priorities will severely limit other uses.

**PERIOD OF SUPPORT AND BENEFITS:** When used for recruitment purposes, AL Graduate Teaching Assistantships are generally awarded for two years. Students needing support near the end of their degree program normally will be awarded an assistantship for up to one year. Each assistantship carries a half-time stipend, one-half of tuition remission, and health insurance chosen from the options available to AL employees. Stipend amounts are determined by the current standard rate for MEES students, which also vary with the degree being pursued (M.S. or Ph.D.) and whether the student has been admitted to candidacy.

**OBLIGATIONS:** AL Graduate Teaching Assistants are required to provide ten hours of course-related services per week (or other assigned AL duties). Because the stipend is for twelve months, this obligation is year-round except for scheduled holidays. Residence at AL is expected for all finishing students on teaching assistantships. Students recruited on a teaching assistantship are expected to be in residence at AL during the second year of their assistantship. It is expected that any students on Teaching Assistantships will be full time students and will not hold any employment outside of AL.

Specific courses where a teaching assistant will provide assistance will be determined by the AL Graduate Education Committee, but it is expected that each assistant's duties will provide for a significant degree of professional development through actual instructional activities, learning and application of technical teaching tools such as IVN or web pages, etc.

**QUALIFICATIONS AND ELIGIBILITY:** To be eligible for consideration for an AL Graduate Teaching Assistantship, students being recruited must: (1) meet all UMCP Graduate School and UMCP MEES Program entrance requirements, (2) be accepted or show very high likelihood of acceptance into the MEES Program, and (3) have an AL faculty member ready and willing to serve as advisor. It is not required that applicants have met all course prerequisites for the UMCP MEES Program; however, because of the competitive nature of these assistantships, successful applicants will likely have done so. Students seeking support while finishing their degree must (1) have a strong academic record in the MEES Program, and (2) demonstrate consistent and timely progress toward completion of the degree. The AL Graduate Education Committee will define "nearly finished students" as clearly within one year of receiving their degree.

**NOMINATION:** To apply for an AL Graduate Teaching Assistantship, students must be nominated by their faculty advisor (or potential advisor). The advisor must submit the nomination package, which must include: (1) the student's undergraduate and graduate transcripts including GRE scores; (2) current status with the MEES Program, e.g. applied, admitted, provisional admission, near finishing, etc.; (3) and for continuing graduate students, the most recent copy of the MEES status form that students file with the MEES program each fall, plus a brief statement by the advisor concerning milestones in the student's graduate study that the student has completed [i.e., course work, field or laboratory work, proposal defense, comprehensive exam, drafts of thesis chapters (any of this information that does not appear on the MEES status form)]; (4) the time period for requested support; (5) current and anticipated financial support; (6) courses that the student is qualified to assist; and (7) a brief statement of why this student is deserving of a teaching assistantship.

**The AL Graduate Education Committee should receive all nominations by February 1.**

Send nominations to:

Please forward AL Graduate Teaching Assistantship nominations to:

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Chair, AL Graduate Education Committee  
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**SELECTION PROCESS:** The Graduate Education Committee will review and rank nominees based on information in their nomination packages. For both recruitment and finishing support, PhD students will normally be given priority over MS students. In addition, qualifications and capabilities needed in an assistant for upcoming courses will be considered in awarding assistantships. Because of limited funds, it is quite possible that not all qualified nominees will receive support. Thus, potential advisors are urged not to make premature offers to students until the Graduate Education Committee reports its recommendations to the AL Director and AL Business Office. In mid-February, the AL Graduate Education Committee will make recommendations, for those students to be awarded AL Graduate Teaching Assistantships, to the AL Director.