

GRADE LEVEL: _____

TOP OFF FUND: _____



**NOMINATION FOR GRADUATE ASSISTANTSHIP (GA)
(Full-time Graduate Students only)**

AWARD TYPE: __GTA __GRA __UGF __Bunton-Waller __other

SECTION A – Nomination Data Sheet

(Last Name)	(First)	(Middle)	PSU ID Number
-------------	---------	----------	---------------

Current Address	(Street)	(City/Town)	(State/Country) (Zip)
-----------------	----------	-------------	-----------------------

Current: Home Phone _____ Cell-Phone _____

Personal E-mail _____

Which Program has accepted nominee? _____ Degree Sought: _____

Primary area of interest: _____

Secondary area of interest: _____

Undergraduate Institution/ Degree/ GPA: _____

Graduate Institution/ Degree/ GPA: _____

GRE scores: Verbal _____ Quantitative _____ Analytical _____

Other standardized test scores: _____

Will standardized test be retaken? [] no [] yes (when: _____)

Is the student new to PSH graduate programs? _____

Is the student an IUG student? _____

Letters of recommendation: A B C D F

Student's personal statement: A B C D F



SECTION B – Nomination for Graduate Teaching Assistantship (GTA)
[Including other academic instruction support activities]

Capital College Graduate Teaching Assistantship (GTA) program is set up to enable graduate students' participation in academic instruction delivery activities, acquire teaching skills and gain professional experience under close faculty supervision.

Proposed academic instruction duties for Graduate Teaching Assistantship (GTA) nominee:

Course Instructor: Course(s) _____

Laboratory Instructor/Assistant: Course(s) _____

Other academic instruction duties: _____

Faculty supervisor(s) for GTA: _____

Comments:

REQUIRED SIGNATURES:

 School Director:

 Date:

 Assistant Dean of Graduate Studies:

 Date:

Nomination packet checklist:

1. Copy of graduate application form and relevant documents (transcripts, references, etc.).
2. Study plan for nominee (Year-one through graduation).
3. Nominee for reappointment – Include list of scholarly accomplishments, recognitions and impacts resulting from prior funding (publications, discovery, artistic production, performance, copyright, commercial activity, innovations implemented, grant proposals submitted, etc.).
4. Faculty supervisor – Include list of scholarly accomplishments from prior supervision of Graduate Assistants.



SECTION C – Nomination for Graduate Research Assistantship (GRA)

Graduate Research Assistantship (GRA) award information:

Project Principal Investigator (PI): _____

Project title: _____

Funding source: _____

Budget for Stipend charges: _____

Budget for Tuition charges: _____

Credit Hours enrolled (per semester): _____

Level of Assistantship: __ ¼ time __ ½ time __ ¾ time Grade Level: _____

Comments:

REQUIRED SIGNATURES:

Budget Administrator (PI):

Date:

School Director:

Date:

Associate Dean, Research & Outreach:

Date:

Assistant Dean of Graduate Studies:

Date:

Nomination packet checklist:

1. Copy of graduate application form and relevant documents (transcripts, references, etc.).
2. Study plan for nominee (Year-one through graduation).
3. Nominee for reappointment – Include list of scholarly accomplishments, recognitions and impacts resulting from prior funding (publications, discovery, artistic production, performance, copyright, commercial activity, innovations implemented, grant proposals submitted, etc.).
4. Faculty supervisor – Include list of scholarly accomplishments from prior supervision of Graduate Assistants.



SECTION D – Summary of interview with nominee

Mode of Interview:

☐ In person ☐ Phone ☐ Video conferencing platform (Zoom, WebEx, Skype, etc.)

☐ Other: (specify) _____

Please verify information on **SECTION A (Data Sheet)** and make necessary corrections

Current Address: _____

Home Address: _____

Personal Email: _____

Phone: _____

Interview questions:

Summary of interview:

What **qualifications** does this nominee possess for the duties and responsibilities of the assistantship?

Names of **faculty participants** (minimum of two):

- 1.
- 2.
- 3.

