



## Instruction Sheet For PROMPT Fellowship/Assistantship Application 2010-2011

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

### **What is the PROMPT Fellowship?**

The PROMPT Program (Proactive Recruitment of Multicultural Professionals for Tomorrow) is an initiative developed by the Graduate School of Southern Illinois University Carbondale (SIUC) 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 his or her 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 SIUC.

The PROMPT Fellowship/Assistantship is a two-year departmental assistantship. Recipients will receive a nine-month assistantship appointment for Fall and Spring for up to a maximum of two years. The monthly departmental stipend has a range of \$1,252 to \$1,652 for master's and \$1,414 to \$1,896 for doctoral students. PROMPT Awards include a tuition scholarship for Fall and Spring semesters and the Summer session.

Recipients are responsible for fees, which range from \$1,293.27 to \$1,557.50 (based on full-time graduate enrollment of 9 to 15 hours per semester).

### **Who May Apply for the PROMPT Fellowship/Assistantship?**

1. New incoming students who have been unconditionally admitted to either a master's or doctoral degree program.
2. Applicants with an earned degree(s) from an accredited institution of higher learning. The minimum grade point average (scale 4.0 = A):
  - For a master's program--3.00 in the last 60 hours of undergraduate work, or the last 45 hours if applicant has not graduated
  - For a doctoral program--3.25 in prior graduate study.
3. Members of traditionally underserved groups.
4. U. S. citizens.

### **Expectations of PROMPT Fellows**

1. While on the half-time (50%) assistantship appointment, PROMPT Fellows will commit 20 hours per week in teaching or research activities that will be assigned and supervised by the Fellows' academic departments.
2. Fellowship awardees must remain in the Carbondale area as fulfillment of their award except with permission by the Graduate Dean or his/her designee.
3. PROMPT Fellows must enroll as full-time students (a minimum of 8 graduate credit hours for Fall and Spring, or optional Summer enrollment of 3 graduate credit hours). A minimum grade point average of 3.00 must be maintained each term.
4. During recruitment programs held at SIUC, PROMPT Fellows will be asked to assist in planning or facilitating special activities. Depending on their academic course work, they may also be asked to return to their home campus for recruitment purposes.
5. Recipients will start their fellowship in Fall semester.

### **A. Department Admission Packet**

Applicants must be unconditionally admitted to a graduate degree program at Southern Illinois University Carbondale to be considered for the PROMPT Fellowship. If you have not already completed the admission process, contact your intended academic department and request a **Department Admission Packet**. A **Department Admission Packet** will usually consist of:

- SIUC Application for Admission to Graduate Study
- Instructions for letters of recommendation
- Current official GRE, MAT or GMAT scores (if required)
- Statement of purpose
- Official transcripts from each university attended
- Instructions for departmental requirements and deadlines
- A non-refundable application fee of \$50.00  
(*Application fee waived for McNair Scholars upon written documentation from McNair institution.*)

Mail the above items to the intended department at the address listed in the **Department Admission Packet**.

### **B. PROMPT Fellowship/Assistantship Application**

The **PROMPT Fellowship Application** will consist of:

- PROMPT Fellowship/Assistantship Application
- Award Essay
- Autobiographical Statement
- For promotional purposes, a 2x2 inch black and white or color (passport size) photograph will be requested from the student if a PROMPT award is offered and the student agrees to accept it.

Mail the **PROMPT Fellowship/Assistantship Application** and supporting material to:

Ms. Pat McNeil, Assistant Dean  
Underserved Fellowship Office  
Graduate School, Woody Hall B128  
Southern Illinois University Carbondale  
900 South Normal Avenue  
Carbondale, IL 62901-4716  
Telephone: (618) 453-4330 / Fax: (618) 453-5313  
E-Mail Address: pmcneil@siu.edu  
Website: <http://www.gradschool.siu.edu/financialaid.htm>

### **Helpful Information**

1. Inform your intended department that an application for the PROMPT Fellowship/Assistantship has been submitted and that you wish to be nominated for it.
2. Take the national exam (GRE, MAT or GMAT) early, preferably no later than October. Your application must be complete when it is evaluated by your intended department.
3. After reviewing the **Department Admission Packet**, the department makes an admission recommendation and the nomination for a PROMPT Fellowship/Assistantship to the Graduate School. The formal offer of admission to the Graduate School and the notification of a PROMPT award will come from the Graduate School.

### **Deadline**

Your intended department and the Graduate School must receive the **Department Admission Packet** and the **PROMPT Fellowship/Assistantship Application** by **February 12, 2010**. *Late or incomplete packets will be disqualified from consideration.*

Applicants are encouraged to mail both complete applications at the same time to each respective mailing address.

### **Notification**

Awardees will be notified by April 15, 2010.