Outstanding Graduate Assistant Awards
For AY 2018-19

Outstanding Teaching Assistant, Outstanding Research Assistant
Outstanding Administrative Assistant

The Graduate School (GS) invites colleges and schools to choose graduate students for **Outstanding Graduate Assistant Awards** for exemplary achievement as a graduate assistant (GA). The Awards will be made in three categories: Outstanding Graduate Teaching Assistant, Outstanding Graduate Research Assistant, and Outstanding Graduate Administrative Assistant.

Approximately 4,000 UMD graduate students serve as teaching, research, or administrative assistants. The GS wants to recognize the outstanding contributions that these GAs provide to students, faculty, departments, administrative units, and the University as a whole. The Award conveys the honor of being named among the top 2% of campus GAs in a given year. Award winners will have their mandatory fees for Spring 2019 paid by the GS.

The GS will make **80 Outstanding Graduate Assistant Awards** and will recognize the AY 18-19 awardees at the Graduate School's Annual Fellowship and Award Celebration on Tuesday, May 14, 2019.

Each College and School will be responsible for conducting its own selection process during the Fall 2018 semester.

Award winners receive a credit for mandatory fees for the Spring 2019 semester.

Eligibility

The Graduate School requires that graduate assistants must be currently enrolled master's or doctoral students who are holding at least a half-time graduate assistantship (TA, RA, or AA) for the full 2018-19 academic year. See below criteria that each nominee must meet.

Nomination and Selection Process

Nominators must complete the attached Outstanding Graduate Assistant Award Nomination Sheet and submit it to the college/school in which the student is enrolled. Please contact the college/school to learn more about their eligibility requirements and deadlines.

A college or school will choose its Outstanding Graduate Assistant awardees from eligible students *enrolled* in that college or school, whether the student holds an assistantship in that college or school *or* elsewhere on campus. In the latter case, a unit in which a student holds his/her assistantship may nominate the student to the college or school in which the student is *enrolled*.

The total Graduate Assistant Awards allotted to colleges and schools are as follows:

  CMNS: 20 GAs
  ENGR: 15 GAs
  ARHU and BSOS: 10 GAs each
  AGNR, BMGT, and EDUC: 5 GAs each
  ARCH, INFO, PUAF, and SPHL: 2 GAs each
  JOUR: 1 GA

Deadline

Colleges and schools must submit their selections for the AY18-19 Outstanding Graduate Assistant Awards to the Graduate School by **Friday, December 7, 2018**.

Nominators should contact the college/school to learn more about their internal deadline dates.

Notifying the Graduate School

To submit the names of the awarded students, the college/school must log on to the GS Awards Portal at http://apps.gradschool.umd.edu/GSAwardsSystem/. The Awards Portal accepts the names of the awardees one at a time and requires an upload of their nomination cover sheet in PDF file format.

The GS will notify the student of his/her award and invite the student to the 2019 Annual Fellowship and Award Celebration.

Colleges should not inform awardees prior to GS notification.

Contact Information: Please direct questions to Robyn Kotzker, Assistant Director for the Office of Funding Opportunities (rkotzker@umd.edu, 301.405.0281)

OGA Award Criteria
Qualities of an Outstanding Teaching Assistant

- Knows the subject matter being taught very well
- Teaching style engages students; students feel they are part of the learning process
- Coordinates closely with the professor in planning their instructional activities
- Available to the students with flexible office hours and other means of communication
- When grading assignments, provides clear and helpful feedback to students
- Treats students fairly and equitably

Qualities of an Outstanding Administrative Assistant

- Takes on responsibilities beyond the job requirements
- Supervises and mentors other assistants or students, formally or informally

Qualities of an Outstanding Research Assistant

- Has made important contributions to the faculty member's research
- Has mentored other graduate assistants and students
- Evidence of future promise as a researcher
- Evidence of scholarly achievements (e.g., publications, conference presentations)

THE
GRADUATE SCHOOL

Nomination Cover Sheet
Outstanding Graduate Assistant Award
AY 2018-19

Outstanding Teaching Assistant, Outstanding Research Assistant, Outstanding Administrative Assistant

To be completed by the student's nominator:

Student's Name: _____

Student's Department / Program: _____

Student's Expected Graduation Date, if known: _____

Student's UMD Email Address: _____

Place of Assistantship: _____

For which award is this student being nominated?   *(Please select one)*

Outstanding Teaching Assistant Award

Outstanding Research Assistant Award

Outstanding Adminstrative Assistant Award

Name of Student's Academic Advisor: _____

Name of Nominator *(if different than advisor)* _____

Briefly describe why this student is being nominated:

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Departments/Programs/Units, please submit this form to the college/school in which the student is enrolled.

To be completed by the College/School

Name of College/School Nominator: _____

This is # _____ of _____ allotted award(s)

Please submit this cover sheet (PDF File format) to http://apps.gradschool.umd.edu/GSAwardsSystem/