



Harold F. Martin Graduate Assistant Outstanding Teaching Award

Office of Graduate Fellowships and Awards Administration; 205 Kern Graduate Building, University Park, PA 16802; 814-865-2514

- Purpose:** The Harold F. Martin Graduate Assistant Outstanding Teaching Award recognizes graduate assistants for outstanding teaching performance. This award is sponsored jointly by the Graduate School, through the Harold F. Martin Graduate Assistant Outstanding Teaching Award endowment, and the Office of the Vice President and Dean for Undergraduate Education.
- Number of Awards:** Ten (10) recipients will be selected annually pending receipt of qualified nominations.
- Eligibility:** To be eligible for nomination, a graduate student must have served as a graduate teaching assistant for at least two semesters within the last two years (fall 2014 to and including fall 2016) and plan to be a registered student in spring 2017. Degree candidates carrying the title of instructor are not eligible for the award. Teaching during the summer sessions while on a fixed term appointment cannot be included when calculating the “two semesters as a graduate teaching assistant” eligibility requirement. ***Do not include summer fixed term information on the nomination form or on the supporting documents.*** Recipients of this award are not eligible to reapply for subsequent consideration. University employees receiving educational privileges are not eligible for this University scholarship/award in accordance with Penn State policies HR36 and HR38.
- Nomination:** Students, staff, and faculty members may nominate a graduate student for this award. All nominations must be submitted by a graduate education leader to the Office of Graduate Fellowships and Awards Administration. **A maximum of two students per program may be nominated. *Please send one pdf file of the nomination packet to the Office of Graduate Fellowships and Awards Administration by upload to your college’s DocFinity account by November 1.***
- The following materials should be included:
- nomination statement, not to exceed the space on the nomination form (see attached);
 - verification, by the graduate officer or head of the nominee’s graduate program, that the nominee performs/performed significant teaching duties (see attached);
 - a one-page resume highlighting the student’s teaching activities and describing the student’s teaching philosophy;
 - summary of SRTes (not to exceed ten pages);
 - a maximum of three supporting documents may be included (e.g., supporting letters from teaching supervisors, supporting letters from students taught, etc.). *Name and contact information of the author must be provided in the letters of support including the author’s address and email.*
- Deadline:** Please send one pdf file of the nomination packet to the Office of Graduate Fellowships and Awards Administration by upload to your college’s DocFinity account by **November 1**. ***Please check with your college graduate education leader as there may be an earlier deadline.***
- Selection Process:** Members of the Graduate Council Committee on Fellowships and Awards select the recipients. Nominees are notified by letter of the award decision. Awards consist of a certificate presented at the spring 2017 Student Award Ceremony and \$500. Monetary awards are disbursed through recipients’ Bursar Accounts in accordance with federal financial aid regulations.



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Nominee's Full Name (Last, First, MI)

Graduate Program

Email

Nominating Statement:

Relationship to Nominee (e.g., student, supervisor, lab assistant)

Nominator's Name

Nominator's Signature

Nominator's Address

Nominator's Email

This publication is available in alternative media on request.

Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

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Nominee's Name

9-digit PSU ID

Email

Address

Telephone Number

This is to verify that the above student served as a teaching graduate assistant for at least two semesters within the last two years (fall 2014 to fall 2016).

Graduate Assistant Appointment Dates: _____

(semesters)

Classes Taught: _____

(course names, course numbers, number of students in class, and semesters taught)

Please discuss the student's teaching duties, highlighting innovative techniques as appropriate:

Graduate Program Chair

Signature

Email

Date

College Graduate Education Leader

Signature

Email

Date

**PLEASE SEND ONE PDF FILE OF THE NOMINATION PACKET TO
THE OFFICE OF GRADUATE FELLOWSHIPS AND AWARDS ADMINISTRATION
BY UPLOAD TO YOUR COLLEGE'S DOCFINITY ACCOUNT BY NOVEMBER 1.**