



Outstanding Graduate Assistant Awards For AY 2020-21

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 2021 paid by the GS.

The GS will make **80 Outstanding Graduate Assistant Awards** and will recognize the AY 20-21 awardees at the Graduate School's Annual Fellowship and Award Celebration in May 2021.

Each College and School will be responsible for conducting its own selection process during the Fall 2020 semester. **Award winners receive a credit for mandatory fees for the Spring 2021 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 2020-21 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:	23 GAs	AGNR:	3 GAs
ENGR:	15 GAs	SPHL:	3 GAs
ARHU:	10 GAs	ARCH:	2 GAs
BSOS:	8 GAs	INFO:	2 GAs
BMGT:	5 Gas	PLCY:	2 GAs
EDUC:	5 GAs	JOUR:	1 GA

Deadline

Colleges and schools must submit their selections for the AY20-21 Outstanding Graduate Assistant Awards to the Graduate School by **Wednesday, December 9, 2020**.

Nominators, please contact the student's college/school to learn more about their internal deadline dates.

Notifying the Graduate School

Each college/school are asked to determine which students are to receive the Outstanding Graduate Assistant Award. Once selected, the college/school must log on to the GS Awards Portal at apps.gradschool.umd.edu/GSAwardsSystem/ to notify the Graduate School. 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.

Contact Information: Please direct questions to Robyn Kotzker, Program 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)



Nomination Cover Sheet Outstanding Graduate Assistant Award (AY 2020-21)

**Outstanding Teaching / Outstanding Research / Outstanding Administrative
Graduate Assistants**

Department Nominator Section

Student's Name: _____

Student's Department / Program: _____

Student's UMD Email Address: _____

Student is currently in their _____ year of their program. (1st, 2nd, 3rd, 4th etc...)

As of January 1, 2021 will this student have reached candidacy? YES NO

Name of Student's Advisor: _____

RA / TA / AA Information

Place of Assistantship: _____

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

- Outstanding Teaching Assistant Award
- Outstanding Research Assistant Award
- Outstanding Administrative Assistant Award

Name of Department-level Nominator: _____

Department Nominators, submit nomination to the college/school in which the student is enrolled for consideration

Please briefly describe why this student is being nominated:

College/School Section

College _____ This is # _____ of _____ allotted award(s)

Name of College-level Nominator: _____

Colleges/Schools, please submit this cover sheet (PDF File) to apps.gradschool.umd.edu/GSAwardsSystem/