



Summer Teaching Assistant Fellowship Application Instructions

The Graduate School is pleased to announce the opening of competition for Summer Teaching Assistant Fellowships (STAF). These fellowships are intended to support research or study during the summer for individuals who have held a teaching assistant (TA) position during the current academic year, and have performed exceptionally well as a TA and as a student.

Application Overview

The Summer Teaching Assistant Fellowship (STAF) application is submitted using an online process in two steps: filling out the application form and uploading PDF versions of your proposal, self-assessment, and CV. When uploading documents you will need your UNH ID and your confirmation number – which you get after you submit your application. This is used to associate your documents with your application. You are also required to provide two *specific* referees (see details below) who will each submit a letter of recommendation for your application.

Deadlines

The application form, proposal, self-assessment, and CV are due by midnight on: **January 25, 2018**

Two letters of recommendation are due by midnight on: **February 2, 2018**

Letters of Recommendation

All applicants must provide two referees in the online application form. When the application is submitted automatic emails will be sent to each referee listed with instructions on how to write and upload their letters. The referees will not be able to access your uploaded documents; you will need to email each of them a copy of your proposal, self-assessment, and CV so they have them for review when writing your letters. All letters will be used solely in conjunction with the STAF selection process.

Applicants must request one letter to be written by each of the following*:

- Department Chair **or** Graduate Program Coordinator
- Research Advisor or other Faculty Member

*Two letters of reference are required; please request ONE from your Department Chair **or** Graduate Program Coordinator (whoever is best able to evaluate your teaching performance) **and** ONE from a faculty member best able to evaluate your academic performance and the quality of your proposed summer research/study.

Application Detailed Instructions

It is suggested you get everything ready in advance. That means having your proposal, self-assessment, and CV all written and saved as separate PDF files for uploading. You will need to

enter your abstract, and any courses in which you served as a TA, in the online form so have those prepared ahead of time.

Know who your referees are (when in doubt, ask) and verify their email addresses. Automated emails will be sent to each referee, which provides them with a special web link used to upload their letter, so it is vital that you submit the correct referee information. You will need to know their name, phone (optional), email address, department, and position to complete the online form.

Abstract: Your abstract is limited to 150 words. Please cover the following questions: What are you doing, what contribution will your study make to your field/discipline, and how will the work contribute to your overall academic plan?

Course(s) as TA: In the space provided on the online form list those courses that you are/have TA'd (150 word limit). Include the term and course title.

Online Application Steps

1. Go to the online STAF Application form and complete it:
 - a. http://gradschool.unh.edu/php/staf_app.php
2. When you submit the application a confirmation page (and email) will give you your confirmation number. SAVE this number as you will need it to upload documents.
3. Upload your proposal, self-assessment, and CV on the STAF document upload page:
 - a. http://gradschool.unh.edu/php/staf_upload.php
 - b. You will need your UNH ID and confirmation number to upload documents.
 - c. You may use this form at any time, before the deadline expires, to upload any revised versions of the three documents. They will replace any existing copies.
 - d. Each document must be in PDF format with a maximum size of 2MB.
 - e. **MAC Users:** When creating a PDF file on a MAC you need to make sure that the file is saved with a “.pdf” extension (i.e. my_proposal.pdf) as the upload process checks for that extension. This option is often found under the “Save as…” dialogue window when saving a document.
4. Applications must be submitted by the deadline; incomplete applications will be deleted after the deadline.

Writing Your Proposal, Self-Assessment, and CV

All three documents should be saved as PDF files and are not to exceed 2MB in size. Use **Times New Roman, 12 pt. font, and 1” margins** for all documents.

1. Proposal Document

- a. In a clear concise, non-technical statement, describe for the general reader your proposed summer research/study program. Your proposal should be original and inform the reader about the relevance of this work to your field in general and to your program of study in particular. *Be specific* about your plans for the

upcoming summer and where this work fits in your overall academic plan. There is a 4-page limit to the proposal; please use double-spacing throughout this section.

b. Citations

- i. If you cited scholarly works in your proposal, you will need to cite them in a bibliographical citations list (annotations are not required). Please use the citation style appropriate to your discipline. As the use of citations will vary depending on whether or not works were mentioned in your proposal, there is no stated page limit for citations; however, please cite only those works explicitly referenced in your proposal.

2. Self-assessment of TA performance

- a. Provide a reflective statement of your experience as a TA. Discuss your teaching philosophy and provide examples of how you might improve your approach to teaching in the future. If available, provide a synopsis of teaching evaluation scores and student comments (included in the page limit). There is a 2-page limit, and you may use single-spacing.

3. Abbreviated Curriculum Vitae Section

- a. Submit an abbreviated CV that includes the following:
 - i. Academic background
 - ii. Scholarly achievement at UNH
 - iii. Experience
 - iv. Publications
 - v. Previous awards
 - vi. Other relevant information
- b. For additional resources on how to write an effective CV, please contact the UNH Connors Writing Center: <http://www.unh.edu/writing/cwc/>.