

University of Alabama at Birmingham
School of Nursing
Guidelines for Graduate Fellow

Purpose of the Fellowship:

A limited number of Graduate Fellowships in the doctoral program in the School of Nursing are available to students with excellent academic records to provide stipends to support their study.

The purpose of these fellowships is to aid students in the pursuit of their doctoral studies. The effort of the student during the tenure of this fellowship should be devoted to carrying out the activities required by the program, including any original research necessary to fulfill pre-dissertation or dissertation requirements.

General Guidelines for Appointment:

The appointment as a Graduate Fellow is intended to help the student to be full-time and fully immersed in the graduate program of study. Accordingly,

- 1) The student must register for, and complete at least 9 or more semester hours of approved graduate work each term.
- 2) The student should not engage in any remunerated activities either on or off campus except as it enhances progress toward the degree. Exceptions to this rule are rare and require prior approval in writing by the Program Director.

Term and Conditions of Appointment:

The Graduate Fellow is appointed for a one-year period. Students in good standing who have made satisfactory progress toward the degree may apply for a second year of support. The usual period of Graduate Fellowship is limited to two years. During the period of the Graduate Fellowship, students are strongly encouraged to seek external funding (i.e. National Research Service Award) to support their continued studies and successful completion of the doctoral study. Fellows and their mentors must abide by the Guidelines for Graduate Fellow/Assistants at the UAB, published by the Graduate School and distributed to Fellows with the letter offering the appointment.

Responsibilities of the Graduate Fellow:

A fundamental responsibility of the Graduate Fellow is to work closely with the faculty mentor in carrying out research, while at the same time making good progress toward the completion of the degree program. The Fellow should articulate his or her goals early in the term of appointment and work with the mentor to achieve them. The Graduate Fellow is expected to maintain high ethical standards at all times and, in general, is expected to be available in the periods between academic terms. The Graduate Fellow will receive a formal evaluation from the faculty mentor annually, which will be submitted to the Program Director and placed in the official student file.

Application Process:

The application for School of Nursing Graduate Fellowship must be received by June 17. Awardees will be notified by the Chair of Graduate Studies (Program Director), School of Nursing by the middle of August. Forms are available in the Doctoral Study Lounge or from the Assistant to the Program Director. Awards are made only to students who have been offered and accept admission to the program.

(For Faculty)

Process for Award Decision:

- A. Interested faculty should complete the "Faculty Request for Fellow" form by July 15 (*R drive: see below*).
- B. The PhD Steering Committee will review the applications. The Chair of Graduate Studies will lead the review process unless there is conflict of interest.
- C. Selection criteria:
The following selection criteria should be considered for award decision:
 1. Student:
 - GRE and GPA
 - Identified career plans and learning needs
 - Performance evaluation by mentor (if requesting continuation of funding)
 2. Faculty:
 - Match of faculty/student in research interest and available research experiences
 - Funding status: Priority should be given to faculty with extramurally funded research

**APPLICATION FOR SCHOOL OF NURSING
GRADUATE FELLOWSHIP
(Review attached guidelines before completing form)**

Name: _____ Date: _____

Local Address: _____ Phone: Home_(_____) _____

City _____ State _____ Zip _____ Phone: Work_(_____) _____

E-Mail Address: _____ Academic Year requesting Fellowship: _____

Area of focus in doctoral program: _____

Dissertation topic area: _____

Describe your career plans following graduation (include your future research activities):

Describe research or other scholarly activities and learning you would like to pursue, if selected for this fellowship (you may attach additional pages if necessary). These should match faculty research expertise: _____

What constraints are there on your availability to work with your mentor's in his/her research? _____

Please add any additional comments concerning your desire to have a School of Nursing Fellowship: _____

Attach any materials you think relevant to evaluate your application.

RETURN TO CHAIR, GRADUATE STUDIES
For Administrative Completion Only

Date of First Enrollment: _____ Mentor: _____

Current GPA: _____ Current Status: Probation _____ Good Standing _____

Advisor: _____