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| **Graduate Teaching Fellowship** Board on Engineering Education | *Application  Guide* |
| **American Society of Mechanical Engineers** |  |

The American Society of Mechanical Engineers (ASME) Graduate Teaching Fellowship Program was established to encourage outstanding graduate students, especially women and minorities, to pursue a doctorate in Mechanical Engineering and encourage engineering education as a profession. Fellowship awards will be made for a maximum of two years. The amount of the stipend ($5,000 initially) are reviewed and approved annually by the ASME Board on Engineering Education in cooperation with the ASME Foundation.

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| **ASME Graduate Teaching Fellowship Program Criteria** |

1. Applicant must be a Ph.D. student in Mechanical Engineering, with a demonstrated interest in a teaching career. A Masters degree or passage of Qualifying Exam is required. A lecture-responsibility teaching assistantship commitment from the applicant’s department is required.
2. In the term of the fellowship, the awardee must teach at least one lecture course. Applicant’s department head must certify, prior to the award or continuation notice, the commitment of a teaching assistantship and the lecture assignment anticipated (course or semester [quarter] need not be specified).
3. Applicant will be reviewed annually for satisfactory academic progress and continued commitment to a career in engineering education. A graduate teaching fellowship is renewable for a second year (two-year limit).
4. Applicant must be a U.S. citizen or permanent resident, have an undergraduate degree from an ABET accredited program, and be an ASME student member.
5. Applicant must submit undergraduate GPA, GRE scores, a current resume or vitae, two letters of recommendation from faculty or M.S. committee, transcripts of all academic work, and a statement about a faculty career.

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| **Email Submission Deadline:**  **Notification of Grant:**  **Grant Awarded:** | **February 15**  **May**  **July / August** |

## Email submission to: Beth Lefever

Administrator, Scholarship Programs

ASME

[lefeverb@asme.org](mailto:lefeverb@asme.org)

***(See following page for Application Form)***

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| **Graduate Teaching Fellowship** Board on Engineering Education | | | *Application  Form* |
| **American Society of Mechanical Engineers** | **Email Submission Deadline: February 15** | |

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| 1. | Name: |  | | | | | Date: |  | |
| 2. | ASME #: |  | | |  | | | | |
| 3. | Please check appropriate box: | | U.S.A. Citizen  Permanent Residency Status  in U.S.A. (Visa) | | | ****  **** | | |
| 4. | Current School: |  | | | | | | | |
| 5. | Department: |  | | | | | | | |
|  | Name of Dept Head / Chair: |  | | | | | | | |
|  | Email of Dept Head / Chair: |  | | | | | | | |
|  | Phone # of Dept  Head / Chair: |  | | | | | | | |
| 6. | Applicant’s Mailing Address: |  | | | | | | | |
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| 7. | Applicant’s Telephone #: |  | | | | | | | |
| 8. | Applicant’s  E- Mail: |  | | | | | | | |
| 9. | Undergraduate  Degree(s): |  | | | | | | | |
| 10. | Undergraduate  University: |  | | | | | | | |
| 11. | Please check appropriate box: | | Male  Female | ****  **** | | | | |

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| 12. | In ONE Complete PDF: Please include the following information with your fully completed application form. All applications must be emailed in electronic format on or before February 15. |
|  | 1. Undergraduate accumulative GPA. 2. Copy of your GRE scores. 3. Resume or Vitae 4. Transcripts of all academic work. 5. Two letters of recommendation from faculty members, especially from M.S. Committee, if appropriate. 6. Certification from department head of a commitment to a lecture-responsibility teaching assistantship and the lecture assignment anticipated. 7. Statement about your anticipated faculty career. |
| 13. | Applicant’s Signature: I verify that all the information contained and included in my application is accurate and true to the best of my knowledge. |
|  | Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Please send application to:** |
| Beth Lefever, Administrator Scholarship Programs, ASME  [lefeverb@asme.org](mailto:lefeverb@asme.org)  If you have any questions or need additional information:  (212) 591-7790 (Tel) ♦ [lefeverb@asme.org](mailto:lefeverb@asme.org) |