

Professional Development Support Call for Proposals

Department of Communication & Journalism
Texas A&M University

OVERVIEW

The professional development program is designed to assist graduate students in the Department of Communication & Journalism with the expenses related to their development as professionals. Students often incur expenses for conference travel, attending short courses/seminars/workshops during the summer or between long semesters at another institution, intensive language courses to develop research skills, and other similar activities. This program is intended to defray expenses related to these high-impact opportunities with the expectation that doing so will aid in the student's development as a scholar, researcher, teacher, and/or professional.

Support will be awarded on a competitive basis. The committee will consider funding requests of up to \$1,500 for professional development-related expenses. ***Funds must be spent by July 15.*** Reimbursement for activities that occurred up to 90 days prior to each funding deadline will also be considered (submit receipts with itemized budget). Requests for research travel or expenses will not be considered. Students may submit multiple proposals for different opportunities

All proposal materials should be submitted as one PDF file via email to Silvia Martinez (smartinez1@tamu.edu) by either November 1 @ 12:00 pm (Round 1) or April 1 @ 12:00 pm (Round 2).

Late submissions will not be considered.

ELIGIBILITY:

Any graduate student admitted to a Department of Communication & Journalism degree program who is in good standing is eligible to receive Professional Development Support.

PROPOSAL REQUIREMENTS:

Proposals should contain: (1) a one-page narrative describing the professional development opportunity and the importance of the opportunity for the student's progress toward career goals; (2) an itemized budget with a clear justification for each line item (*submit receipts if expenses have already been incurred); and (3) abbreviated CV (not to exceed three pages).

REVIEW CRITERIA

The department seeks to fund work that will produce significant results for a student's development as an academic professional and/or will enhance a student's job prospects. Applications will be evaluated according to the following criteria:

- Significance and reputation of the program and/or development opportunity.
- Necessity of the activity for the student's professional development.
- Qualifications of the student to participate in the activity.
- Professional presentation, completeness, and clarity of submitted application.