2015-16 GRADUATE ASSISTANTSHIP
INFORMATION SHEET

Graduate Assistantships are awarded for one academic year with the possibility of renewal. The intent of the Graduate Committee in making these awards is to offer assistance to academically promising students for the usual time needed (two years) for completion of the M.A. The award of these assistantships is competitive.

Applications for assistantships for the following academic year are invited from January 1 to February 1. Applications may be made at any time but the application period for the following academic year closes on February 1. The Graduate Committee reviews applications and tries to notify applicants of their selection by March 15.

In most cases, the graduate assistant is employed as a classroom instructor of two sections of English 101, Freshman Composition. Thus, most graduate assistants teach six hours and take six hours of graduate classes, equivalent to the normal 12-hour load for graduate students. One graduate assistant with TESOL qualifications will assist in the TESOL or ELI program. At least one graduate assistant will be chosen to serve in the Writing Center. Although graduate assistants receive twenty hours of tuition credits for the academic year, they may not carry more than six hours of graduate classes in any semester in which they have teaching or tutoring responsibilities. Therefore they should plan to enroll in summer session at least once to maintain a timely progress to the degree. This means that it will take graduate assistants longer than full-time graduate students to complete a degree. Applicants should understand that a graduate assistantship requires 20 hours of work per week. Anyone receiving an assistantship should not accept ongoing employment outside the department.

Graduate assistants must be accepted on regular status into one of the MA programs in English and will be under the supervision of the Director of Composition, the Director of the Writing Center, or the TESOL program liaison. All teaching assistants receive appropriate intensive training the week before classes begin and must enroll for ENG 614, Practicum in Teaching College Composition, and Writing Center Assistants must enroll for ENG 510, Writing Center Practicum. The TESOL Assistant will be given appropriate training before fall classes begin. All graduate assistants are reviewed during their first year by the Graduate Committee. Assistants performing adequately in their academic programs and departmental assignments can usually expect continuation of the assistantship for the second year.

To be considered for a graduate assistantship, an applicant must be admitted to the Graduate College and to one of the M.A. in English degree programs. After having been admitted to the Graduate College or during the time the student is applying for admission, an applicant should send the following items to the Coordinator of Graduate Studies in English:

1. A completed Graduate Assistantship Application form;
2. Transcripts of all post-high school coursework attempted
3. Three letters of recommendation from persons who can speak to the student’s ability or potentiality as a classroom teacher or tutor and to the student’s general academic ability (student teaching evaluations and data on recent professional accomplishments or honors may also be submitted);
4. A one-to-two page typewritten letter of application, addressed to the Graduate Committee, in which the applicant presents his or her professional goals, reasons for seeking the assistantship, and any other additional information that the applicant deems appropriate for the Committee to consider in evaluating the request for an award. In the letter, an applicant should indicate which of the Graduate Assistantship positions he or she wishes to be considered for, in order of desirability, and should explain his or her qualifications for and interest in each;
5. An eight to ten-page piece of academic writing or its equivalent—not poetry, fiction or drama—which showcases competence in analytic thinking and rhetorical skill.

Any student who has been granted Regular Admission to graduate study in English is urged to apply for a graduate assistantship. Previous teaching experience, though helpful, is not a requirement. Students contemplating a career in teaching will find the experience particularly valuable.
Department of English Language and Literature  
Graduate Assistant Application Form for 2015/16

Name______________________________Student ID ________________
Current Address__________________________________Phone__________
City___________________________State______________Zip__________
Current e-mail address ____________________________________________

I have been admitted to:  ___ MA Language and Literature  
                            ___ MA Composition and Communication  
                            ___ MA Teaching English to Speakers of Other Languages  
                            ___ MA Creative Writing Concentration  
                            ___ MA Children’s Literature Concentration

Indicate the type of Assistantship you prefer: (If more than one, number in order of preference)
Composition Classroom_________ Writing Center_________

**UNDERGRADUATE RECORD**

<table>
<thead>
<tr>
<th>Institution(s) attended</th>
<th>Dates</th>
<th>Degrees awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Undergraduate Major_________________________Minor_________________________
Undergraduate Honors (Scholarships, awards, etc.) ___________________________

**GRADUATE RECORD**

<table>
<thead>
<tr>
<th>Institution(s) attended</th>
<th>Dates</th>
<th>Degrees/Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Overall graduate GPA at each school attended: ___________________________
Teaching, TESOL or Writing Center experience (institutions, date, duties):

References: Applicants are responsible for having three letters of recommendation sent directly to the Coordinator, English Graduate Studies, 215 Anspach, Central Michigan University, Mt. Pleasant, MI 48859. These must be received before appointment can be considered. References should comment on an applicant’s abilities or promise as a teacher and scholar.

1. Name ________________________________
   Position ________________________________ Phone __________________
   Address __________________________________________________________
   City, State, Zip __________________________________________________

2. Name ________________________________
   Position ________________________________ Phone __________________
   Address __________________________________________________________
   City, State, Zip __________________________________________________

3. Name ________________________________
   Position ________________________________ Phone __________________
   Address __________________________________________________________
   City, State, Zip __________________________________________________

Please enclose a writing sample, an unofficial transcript, including graduate coursework completed to date, and a letter of intent.

Return this application to: Coordinator, English Graduate Studies
215 Anspach
Central Michigan University
Mt. Pleasant, MI 48859
Criteria for Evaluating Assistantship Applications

In determining who will be awarded a graduate assistantship, the Graduate Committee uses six criteria:
1. grade point, including both overall GPA and the GPA for English courses;
2. kinds of academic course work taken;
3. competency in composition;
4. presentation of self in relation to the English graduate program;
5. testimony of references as to the applicant’s suitability for an assistantship;
6. an overall estimate of the applicant’s ability to function in the classroom, writing center, or ELI program.

In order to make judgments about these matters, the Graduate Committee requests five pieces of information from each applicant:
1. A completed Graduate Assistantship Application form;
2. Transcripts of all post-high school coursework attempted;
3. Three letters of recommendation from persons who can speak to the student’s ability or potentiality as a classroom teacher or tutor and to the student’s general academic ability (student teaching evaluations and data on recent professional accomplishments or honors may also be submitted);
4. A one-to-two page typewritten letter of application, addressed to the Graduate Committee, in which the applicant presents his or her professional goals, reasons for seeking the assistantship, and any other additional information that the applicant deems appropriate for the Committee to consider in evaluating the request for an award. In the letter, an applicant should indicate which of the Graduate Assistantship positions he or she wishes to be considered for, in order of desirability, and should explain his or her qualifications for and interest in each;
5. An eight to ten-page piece of academic writing or its equivalent—not poetry, fiction or drama—which showcases competence in analytic thinking and rhetorical skill.

In addition the applicant must be accepted to one of the English department’s Master’s degree programs. The committee will also have the materials evaluated by the Graduate College, including transcripts, letters of intent, and official GPAs.

Voting will be conducted by requesting individual Committee members to create a list of their top candidates for the number of positions available. Applicants included in a majority of the Committee members’ lists will become a part of the pool of applicants to be offered an assistantship. Those not receiving a majority vote will be put back in the pool and another round of listing will be done until all positions are filled. The Graduate Committee will also establish a list of alternates in priority order for use in case applicants in the original pool decline.