

CREATIVE WRITING GRADUATE ASSISTANTSHIP APPLICATION INFORMATION SHEET

The Creative Writing Graduate Assistantship is awarded to a student enrolled in the MA in Creative Writing program for one academic year with the possibility of renewal for one additional year. Students awarded a Creative Writing Graduate Assistantship receive twenty hours of tuition credits for the academic year and a stipend.

Applications for the assistantship for the 2024-25 academic year are invited from March 1 to April 1, 2024. Applications may be made at any time, but the application period for the following academic year closes on April 1. The selection committee will review applications and notify applicants of their selection by April 15, 2024.

The Creative Writing Graduate Assistant (CW GA) is employed in a variety of duties connected to the Creative Writing program. These duties may include:

- Work 5 hours per week as a Writing Center consultant.
- Serve in an editorial position with the *Central Review* literary magazine.
- Coordinate and facilitate meetings of two RSOs: Fiction Central and Poetry Central.
- Perform editorial and promotional duties with The Summit Series (CMICH Press).
- Write and submit articles about Creative Writing students, alumni, and faculty for CMU's website.
- Hold office hours to provide extra feedback on writing by CW students.

The CW GA must be accepted on regular status into the MA CW program and will be under the supervision of the Creative Writing faculty and the Chair of the English Department. The CW GA will be given appropriate training for Writing Center duties by enrolling in ENG 510: Writing Center Practicum during their Fall semester. CW GAs who are performing adequately in their academic programs and their assigned duties can usually expect continuation of the assistantship for the second year, if applicable.

To be considered for a graduate assistantship, an applicant must obtain regular admission to the College of Graduate Studies and to the MA in Creative Writing degree program. After having been admitted to the College of Graduate Studies or during the time the student is applying for admission, an applicant should send the following items to the English Department:

1. A completed Graduate Assistantship Application form (see below).
2. An unofficial transcript of prior college coursework.
3. A letter of recommendation from someone who can speak to the student's ability or potential and to the student's general academic ability (student teaching evaluations and data on recent professional accomplishments or honors may also be submitted along with the letter of recommendation).
4. A letter of application, addressed to the English Department, in which the applicant presents their professional goals, reasons for seeking the assistantship, and any other additional information that the applicant deems appropriate for the Department to consider in evaluating the application for the CW graduate assistantship.
5. An academic writing sample of 6–10 pages.
6. A creative writing sample (poetry, fiction, creative nonfiction) of 8–20 pages.

**Creative Writing Graduate Assistantship
Application Form
(2024-25)**

Name _____ Student ID _____
Current Address _____
City _____ State _____ Zip _____
Current e-mail address _____ Phone _____

UNDERGRADUATE RECORD

Institution(s) Attended	Dates	Degrees Awarded
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Undergraduate Major _____ Minor _____

Undergraduate Honors (Scholarships, awards, etc.) _____

Overall graduate GPA at each school attended: _____

GRADUATE RECORD

Institution(s) Attended	Dates	Degrees Awarded
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Graduate Honors (Scholarships, awards, etc.) _____

Overall graduate GPA at each school attended: _____

CREATIVE WRITING GRADUATE ASSISTANT APPLICATION FORM

(Continued)

Teaching or Writing Center experience (institutions, date, duties):

References: Applicants are responsible for having one letter of recommendation sent directly to the English Department Main Office, Anspach 215, Central Michigan University, Mount Pleasant, MI 48859. These must be received before an application can be considered. References should comment on an applicant's abilities or promise as a creative writer, teacher, and scholar.

1. Name _____
Position _____
Phone _____ Email _____
Address _____
City, State, Zip _____

Return this application form, cover letter, and writing samples to:

English Department
Anspach 215
Central Michigan University
Mt. Pleasant, MI 48859

Criteria for Evaluating Creative Writing Assistantship Applications

The selection committee will use the following criteria to determine who will be awarded a Creative Writing Graduate Assistantship:

1. Grade point average, including both overall GPA and the GPA for English courses.
2. Types of academic work completed.
3. Quality and promise of written work, particularly creative writing.
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. Overall estimate of the applicant's ability to carry out duties typically assigned to the CW GA.

In order to make judgments about these matters, the Department requests six pieces of information from each applicant:

1. A completed Graduate Assistantship Application form (see below).
2. An unofficial transcript of prior college coursework.
3. A letter of recommendation from someone who can speak to the student's ability or potential and to the student's general academic ability (student teaching evaluations and data on recent professional accomplishments or honors may also be submitted along with the letter of recommendation).
4. A letter of application, addressed to the English Department, in which the applicant presents their professional goals, reasons for seeking the assistantship, and any other additional information that the applicant deems appropriate for the Department to consider in evaluating the application for the CW graduate assistantship.
5. An academic writing sample of 6–10 pages.
6. A creative writing sample (poetry, fiction, creative nonfiction) of 8–20 pages.

In addition, the applicant must be accepted to the MA program in Creative Writing.

Candidate selection will be conducted by a selection committee comprised of the English Department Chair, Creative Writing faculty, and the Director of the Writing Center.