

FINANCIAL SUPPORT OF GRADUATE STUDENTS

Graduate assistantships and teaching assistantships are available to qualified graduate students. Applicants need to complete an application form, including a statement of educational goals, undergraduate and graduate transcripts (unless they have already been submitted to the Graduate College), and two completed recommendation forms. Because the competition for financial support is increasing, applicants should assemble these materials with care.

Send all materials to:

**Northern Arizona University
Department of English
Composition Office
Box 6032
Flagstaff, AZ 86011**

The deadline for early awards of financial support is February 15 for Fall appointments, though applications may be accepted until April 15. The deadline for Spring appointment applications is November 15. Please allow two weeks or more for the review process. Assignments will be made during May. Later applicants will be considered if positions are available.

Non-native speakers of English can be considered for financial support after successfully completing (with A's and B's) 18 units of graduate work at NAU.

**English Department Graduate Assistantships
Northern Arizona University**

Position Overview

Graduate students who are awarded assistantships receive more than financial support; they also receive extensive training and experience in teaching English Composition at the college level. In return, graduate assistants bring a variety of skills, backgrounds, and perspectives to the teaching of composition.

A graduate assistantship in English represents a 20-hour-per-week commitment. For first-year graduate assistants, this typically involves the following each week:

- * four classroom hours of teaching English 105, a content-based freshman composition course taught with a modified standard syllabus, plus commensurate preparation time
- * at least three hours of scheduled office hours
- * six hours of regularly scheduled writing lab instruction, which may involve individual tutoring, the preparation and presentation of cross-curricular writing workshops, or other special projects

Additional weekly requirements during the first semester include:

- * meetings with an experienced mentor who will be assigned to serve as a resource for a group of about five new graduate assistants
- * participation in English 601, a three-semester-hour teaching practicum (this course should be part of, not in addition to, the nine-hour full-time enrollment required of all graduate assistants each semester)
- * participation in English 587, a one-semester-hour writing center practicum (this course should be part of, not in addition to, the nine-hour full-time enrollment required of all graduate assistants each semester)

In this course of the semester, graduate assistants must also participate in:

- * a 10-day orientation prior to Fall semester and a one or two day session before Spring semester
- * midterm and semester-final portfolio grading sessions

APPLICATION FOR A GRADUATE TEACHING ASSISTANSHIP

A complete application includes (1) this form, (2) a 1-2 page discussion of your relevant educational background and objectives, (3) transcripts of your previous undergraduate and graduate work (photocopies okay), and (4) two letters of recommendation from people able to judge your personal, educational, and professional potential.

All materials should be sent to:

Northern Arizona University
Department of English
Composition Office
Box 6032
Flagstaff, AZ 86011

Screening of applications begins February 15, continuing if necessary until all positions are filled. For additional information, write or call the Department of English (928) 523-6842.

Name _____ Date _____
Family name First name MI

Address _____ Phone_(____)_____

_____ SS# _____

Date of Birth _____ (optional) TOEFL Score _____

Sex _____ (optional)

Ethnic Origin (optional)

___ Asian/South Pacific Islander ___ Caucasian
___ American Indian/Alaskan Native ___ Hispanic
___ Black ___ Other

I am applying for a Master of Arts in one of the following areas:

- ___ Creative Writing
- ___ Secondary English
- ___ General program (combining coursework in literature, language, writing)
- ___ Literacy, Technology, and Professional Writing
- ___ Literature
- ___ Teaching English as a Second Language
- ___ PhD in Applied Linguistics

I wish to begin my assistantship in Fall 20__ or Spring 20__

COLLEGE EDUCATION

Begin with last college or university attended

Institution(s) attended	Degree/Major	Approximate GPA	Date From	To
1.				
2.				
3.				

RELATED WORK EXPERIENCE (especially teaching or tutoring)

If more space is needed, attach an extra sheet.

Begin with most recent position.

Work and Work Address	Positions Held	Dates From	To
1.			
2.			
3.			

PUBLICATIONS: (include titles of any published articles, poetry, short stories, etc. journal, issue, number, date and page span; or book, press, publisher, date, and page span.)

MILITARY SERVICE: (includes dates and final rank)

REFERENCES: (include name, position, address, and telephone number)

Include letters of support from these references with your application, or have these letters sent to the Composition Office, Department of English, NAU.

1.

2.

Statement for Graduate Teaching Assistantship

Please attach a 1-2 page statement, which outlines any experiences and preparation that will allow you to succeed as a graduate assistant teaching in our English composition program. Since it is possible that several reviewers of this application will not see your departmental admission file, this Statement for Graduate Assistantship Application will serve to:

- 1) illustrate your writing skills,
- 2) identify any specific professional experiences or preparation that will enable you to succeed in teaching English composition (you may include any teaching experiences, tutoring, dorm counseling, writing, editing, or any other work that you think will prepare you to teach English composition), and
- 3) articulate the relationship you see between your work as a teaching assistant and your professional goals as a student in one of our graduate English programs.

Letter of Recommendation for Graduate Assistantship Applicant (NAU Dept. of English)

APPLICANT'S NAME: _____

APPLICANT'S WAIVER OF RIGHT TO CONFIDENTIAL STATEMENT:

I hereby freely and voluntarily waive my right of access to any information contained in this recommendation and agree that the statement shall remain confidential.

Signature

Date

INSTRUCTIONS TO THE RECOMMENDER:

We welcome a statement from you concerning the student named above. Because of federal law granting students access to educational records, we cannot guarantee the confidentiality of your statement, unless the applicant has signed the above waiver.

In your statement, please assess the candidate's qualifications and promise as a graduate student assistant. Of particular interest is your estimate of the applicant's promise for a career in effective teaching and productive scholarship; intellectual ability and originality of mind; motivation and capacity for independent study; quality of professional accomplishments to date; and your judgment of his/her character and personality.

You may use the space below. Use the reverse side if more space is needed. If you wish to use your own stationery, please attach your letter to this form.

Signature _____

Date _____

Name _____

Title _____

Institution _____

Address _____

To insure that the student is given first consideration in our selection process, please return this form by Feb. 15 for Fall appointments and Nov. 15 for Spring appointments to:

**Northern Arizona University, Department of English, Composition Office
P.O. Box 6032
Flagstaff, AZ 86011**