



Department of English

TEACHING ASSOCIATES* PROGRAM

2013-2014 INFORMATION

The English Department at California State University, Northridge has developed an especially strong program for training teachers in teaching first year composition. Composition is the most universally required course in colleges and universities today, and if you are interested in preparing for a teaching career, especially in post-secondary education, you will want to apply. However, TA training also provides you with background and hands-on experience that can lead you to other careers, including:

- education publishing
- web-page design and other applications of technology in writing
- writing in the professions
- writing consultancy in business and corporate management
- literacy training
- advertising
- writing/reading center management
- high school teaching
- computer lab design
- educational software design
- educational testing

Many of our TA's go on to teach part-time in community colleges in the area or at CSUN itself. Some have worked into full-time positions even in today's extremely competitive job market. Still others have recently gone on to graduate school in institutions such as the University of Arizona, the University of North Carolina at Chapel Hill, the University of Nevada at Las Vegas, Penn State, The Ohio State University, UC Santa Barbara, the University of Rhode Island, Rensselaer Polytechnic Institute, Arizona State University, Bennington College, Illinois State University, Indiana University at Pennsylvania, Purdue University, Notre Dame, Texas A&M, U.C. Irvine, U.C. Riverside, and Syracuse University.



**** Important Note:***

System-wide policy provides that student employees, including Teaching Associates and Graduate Assistants, may not concurrently be employed in non-student classifications (e.g., staff, part-time lecturer, extended learning instructional faculty, special consultant, etc.).

Q *Who's eligible for the program?*

A You are! If you're a classified graduate student in literature, creative writing, or rhetoric/ composition options, you can apply.

Q *What prerequisites do I need?*

A You should have completed your GRE (Graduate Record Examination) and CSUN'S Upper Division Writing Proficiency Exam (WPE).

Q *How do I apply?*

A Notices for application are posted in the English Department and announced in graduate classes in September. They can also be obtained outside the director's office, ST 720. For information, you can contact Tonie Mangum, at (818) 677-4111, ST 707. Submission packets will be accepted until 4pm on the November 5th deadline.

Q *What materials should I submit?*

A PLEASE SUBMIT YOUR APPLICATION PACKET (see following pages) TO TONIE MANGUM, DEPARTMENT OF ENGLISH, Sierra Tower, Room 707. If that office is closed, you may leave your application materials in the Main Office, Sierra Tower, Room 708.

Q *How much experience should I have?*

A We train you. But it helps to have some background in tutoring, working with young people, or any kind of teaching experience.

Q *What happens when I get chosen to participate in the program?*

A You will register for ENGL 600A, College Composition: Theory and Pedagogy, for the following spring semester. This is the pre-service seminar for teachers of first year writing, which is titled "Approaches to University Writing." You will become acquainted with theory in rhetoric and composition, you will become familiar with using writing technologies in the computer classroom, and you will design a syllabus in preparation for your first semester of teaching.

During the subsequent semester, you will start teaching (most likely English 114A)! You will also enroll in 600B, the in-service seminar designed to support you as you teach. You will be required to write daily lesson plans and participate in seminar discussion about class management, methodologies, on-going assignments/syllabus development, and evaluation. Mini-workshops in technology occur frequently. You also continue to study the practical application of theory.

Q *How long does my TA appointment last?*

A The English Department commits itself to awarding TA appointments for four (4) semesters—usually taught consecutively. A few may choose to teach for only one year. A modest stipend is also awarded. TA's teach only one 3-unit course per semester. The course will be held during the day, not in the evening.

The CSUN program in TA training is one of the most exciting experiences you can have in your professional preparation. It is comparable to similar programs offered by PhD-granting institutions. In the past, such nationally respected scholar-teachers such as Patricia Murray, Barbara Kroll, Pamela Bourgeois and Bradley Peters have conducted the seminars. The current director of Composition is Dr. Irene Clark.

Come join us!

TA APPOINTMENT SCHEDULE

November 5 th	SUBMISSION OF APPLICATION MATERIALS
November 6 th – 12 th	REVIEW OF MATERIALS AND CONTACTS WITH REFERENCES
November 13 th – 21 st	INTERVIEWS WITH CANDIDATES
November 27 th - December 2 nd	CONTACTS WITH SUCCESSFUL CANDIDATES

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Application

Eligible candidates should submit their application packets to Tonie Mangum by 4pm on November 5th in Sierra Tower Room 707. If that office is closed, the packets may be left for her in the English Main Office, Sierra Tower 706 or 708. The packets should contain the following:

1. A professional cover letter of intent which includes your graduate status, GPA, MA option, and reasons for entering graduate studies at CSUN.
2. An essay of 500-750 words that addresses the following question:
Consider a piece of writing you have completed for a class, and discuss the challenges and satisfactions you gained from completing that particular project. Are there elements in that experience that other student writers would find valuable?
3. A curriculum vitae which adheres to the format outlined below:
Name / address, / telephone number(s) / email / student ID
 - Educational background (post-secondary institutions attended, degrees/majors, and list of courses taken at CSUN)
 - Area(s) of interest in English Studies
 - Work experience (especially any past jobs in teaching or tutoring)
 - Scholarly or relevant activities (e.g. conferences attended, publications, organizational affiliations, special awards or accomplishments)
4. A Transcript (undergraduate and graduate, if you have completed graduate coursework)
5. **THREE (3)** brief letters of recommendation –from professors, former supervisors, people in the CSUN Writing Center. Applicants can submit either the recommendation form or a formal letter, but **THE TOTAL NUMBER OF LETTERS REQUIRED IS THREE**.
5. A completed Interview Grid (next page).

Thank you for your cooperation! Feel free to photocopy this memo and distribute it to interested graduate students. There will be additional copies available in the main office, Sierra Tower, Room 706 / 708.

INTERVIEW GRID (2013-2014)

Name of Applicant

Please indicate dates and times when you would **NOT** be available for an interview with the Director of Composition.

	Wednesday 11/13	Thursday 11/14	Monday 11/18	Tuesday 11/19	Wednesday 11/20	Thursday 11/21
9:00						
9:30						
10:00		unavailable		unavailable		unavailable
10:30		unavailable		unavailable		unavailable
11:00		unavailable		unavailable		unavailable
11:30		unavailable		unavailable		unavailable
12:00		unavailable		unavailable		unavailable
12:30		unavailable		unavailable		unavailable
1:00		unavailable		unavailable		unavailable
1:30		unavailable		unavailable		unavailable
2:00						
2:30						
3:00						
3:30						
4:00	unavailable	unavailable	unavailable	unavailable	unavailable	unavailable
4:30	unavailable	unavailable	unavailable	unavailable	unavailable	unavailable
5:00	unavailable	unavailable	unavailable	unavailable	unavailable	unavailable

Please keep a copy of your completed grid for yourself!

ADDITIONAL COMMENTS:

(Please include any information that the interviewers and Composition Committee should know):

Signature/Recommender

Date