

Department of English

Teaching Associates Program¹



2024 Information

Submit Your Application by April 8th, 2024, by 4 PM

The English Department at California State University, Northridge has developed an especially strong program for training teachers in teaching first year composition. Composition is a required course in most American colleges and universities today, and Teaching Associates have the opportunity to teach our first-year writers as sole instructors in the classroom.

¹ 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.).

² Image from [US Department of Education, Flickr. Creative Commons](#). August 28, 2013.

Q: Who's eligible for the program?

A: Graduate students are eligible if they have completed one or more of the following:

- ENGL 525WS
- Two semesters of work as a Supplemental Instructor
- One year of previous experience teaching at the high school level

You can be *conditionally* classified when you apply; you *must* be a classified MA student to begin teaching.

Q: How do I apply?

A: Notices for application are circulated throughout the English Department via its website, Canvas pages, and classroom announcements. Applications can also be obtained from Ella Fisher (ST 707) or online. Submission packets will be accepted until 4pm on the April 8th deadline.

Q: What materials should I submit?

A: A full listing of submission materials follows on the next page.

Q: What experiences are required?

A: There are multiple pathways to joining the TA Program. It is helpful to have had some background in working with students, such as tutoring or teaching. Having worked for two semesters either as a Supplemental Instructional Leader in the Stretch Composition Program or as a tutor in the Learning Resource Center for two semesters are both very useful experiences. Some of you may already have taught in high schools, or you may have taken English 525WS, which provides background in Composition Studies.

Q: What happens once I am accepted as a Teaching Associate?

A: Before fall classes begin, there will be paid workshops that acquaint you with CSUN's first-year composition curriculum. The workshops will take place in person from 10:30-3:30 (with a 1-hour lunch break from 12:30-1:30) on the following dates: 6/10, 6/11, 6/12, and 6/13 and 8/21. You must attend all training sessions. These workshops not only provide you with a sample syllabus and writing assignments, but they also help you prepare classroom lessons and learn strategies for teaching online and assessing writing. You will then begin teaching English 115, Approaches to University Writing.

During the fall, you will receive support from a mentor professor who will meet with you every other week, observe your class, review your grading, and provide helpful feedback for new TAs on a variety of classroom related topics.

TA Appointment Schedule

This schedule may be adjusted if needed; applicants will be notified of any changes that occur.

April 8 th	Submit Completed Application by 4 PM
April 9 th -12 th	Materials will be reviewed Candidates selected for interviews will receive scheduling queries during this time
April 15 th -19 th	Candidates interviewed.
April 22 nd	Notification of application status



Application

Eligible candidates should submit their application packets via email to Ella Fisher (ella.fisher@csun.edu) by 4pm on April 8th. The packets should contain the following:

1. A professional cover letter of intent which includes your graduate status, GPA, MA option, and reasons for wanting to be a TA in the English Department at CSUN.
2. 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)
3. You must submit three letters of recommendation. Recommendation writers are welcome to use the Recommendation Form on the final page of this packet if they choose. Letters and/or forms can be from current/former professors, supervisors, coworkers, etc.). A complete application that includes three recommendations must be submitted for consideration to the Teaching Associate Program. Recommendations should be mailed directly to Ella Fisher (ella.fisher@csun.edu).
5. A completed Interview Grid (next page).

INTERVIEW GRID (2023-2024)

Name of Applicant: _____

Applicant's CSUN ID: _____

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

	Monday 4/15	Tuesday 4/16	Wednesday 4/17	Thursday 4/18
9:00				
9:30				
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
1:00				
1:30			Not Available	
2:00			Not Available	
2:30			Not Available	
3:00			Not Available	
3:30			Not Available	
4:00			Not Available	
4:30			Not Available	
5:00			Not available	

Please keep a copy of your completed grid for yourself!

Recommendation Form for Teaching Associate Applicants

TO: _____
 (Name of the Person Making the Recommendation)

I have applied to be a TA during FALL 2024. May I list you as a faculty reference? If so, please answer the following questions and add any additional, brief comments in the space provided. ALL your responses will be kept confidential. Thank you for your assistance.

Name of TA Applicant: _____

Please send this form to Ella Fisher at ella.fisher@csun.edu.

How well do you know this student?

undergraduate course:	_____	one course	_____	more than one course
graduate course:	_____	one course	_____	more than one course
independent study(ies):	_____	undergrad	_____	graduate level

I highly recommend this student for the TA training program:

Very Highly	1	2	3	4	5	Not At All
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I believe this student can become a teacher who is:

Attentive to detail	1	2	3	4	5	Inattentive to detail
Creative/Imaginative	1	2	3	4	5	Regimented
Open to Criticism	1	2	3	4	5	Unable to take criticism
Organized	1	2	3	4	5	Disorganized
Cooperative with others	1	2	3	4	5	Uncooperative
Responsible	1	2	3	4	5	Irresponsible
Articulate with ideas	1	2	3	4	5	Inarticulate
A strong writer	1	2	3	4	5	A weak writer
Committed to undergrads	1	2	3	4	5	Not committed
A positive leader	1	2	3	4	5	Not leadership material
Willing to learn technology	1	2	3	4	5	Resistant to technology
Wise with time management	1	2	3	4	5	Prone to over-commitment
Self-disciplined	1	2	3	4	5	Easily stressed
Able to set priorities	1	2	3	4	5	Unable to prioritize

In comparison to other students I've known to participate in the TA training program, this student has potential to be:

One of the best	1	2	3	4	5	Undistinguished
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Additional Comments:

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

Signature of Recommender _____ Date _____