

2024-25 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 16, 2025. Applications may be made at any time, but the application period for the following academic year closes on February 16. The Graduate Committee reviews applications and tries to notify applicants of their selection by March 15.

Graduate assistants are employed as Writing Center consultants. Graduate assistants receive twenty hours of tuition credits for the academic year and should work closely with their advisors to plan their coursework.

Graduate assistants must be accepted on regular status into the MA program and will be under the supervision of the Director of the Writing Center. Writing Center Assistants are given appropriate training by enrolling in ENG 510, Writing Center Practicum, during their first Fall semester. All graduate assistants are reviewed by the Director of the Writing Center. 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 obtain regular admission to the Graduate College and to the M.A. in English degree program. 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 English Department:

1. A completed Graduate Assistantship Application form;
2. An unofficial transcript of prior college coursework;
3. Three letters of recommendation from people who can speak to the student's ability or potential as a tutor and to the student's general academic ability;
4. A one-to-two page typed 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 request for an award;
5. An eight to ten-page piece of writing.

Any student who has been granted Regular Admission to graduate study in English is encouraged to apply for a graduate assistantship.

Department of English Language and Literature
Graduate Assistant Application Form for 2025

Name _____ Student ID _____

Current Address _____ Phone _____

City _____ State _____ Zip _____

Current e-mail address _____

UNDERGRADUATE RECORD

Institution(s) attended	Dates	Degrees awarded
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Undergraduate Major _____ Minor _____

Undergraduate Honors (Scholarships, awards, etc.) _____

GRADUATE RECORD

Institution(s) attended	Dates	Degrees awarded
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Overall graduate GPA at each school attended: _____

Criteria for Evaluating Assistantship Applications

In determining who will be awarded a graduate assistantship, the Graduate Committee uses **six criteria**:

1. grade point average, 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 professional contexts.

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

1. the completion of a Graduate Assistant Application form, which asks for important personal information for purposes of communication, for background on education and relevant work experience, and for the names of three references;
2. transcripts of all post-high school coursework attempted;
3. a letter of intent indicating why the applicant would like an assistantship and what particular strengths they might bring to the program;
4. a writing sample of about 10 pages;
5. letters from three academic references.

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.

Candidate selection will be conducted by the Department Chair, Graduate Coordinator, and the Director of the Writing Center, who will create a list of their top candidates for the number of positions available. Applicants included in a majority of those 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 selectors will also establish a list of alternates in priority order for use in case applicants in the original pool decline.