



Department of English

TEACHING ASSOCIATES* PROGRAM

2020-2021 INFORMATION

Submit by November 16, 2020

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 if you are interested in preparing for a teaching career, especially in post-secondary education, you will want to apply. In addition, 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, Syracuse University, and IUP (Indiana University of Pennsylvania)..



**** 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 are either a conditionally classified or classified graduate student in the literature, creative writing, or rhetoric and composition options, you can apply. You must, however, be fully classified by the time you begin your teaching assignment.

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 from Heidi Jorgenson (Heidi.Jorgenson@csun.edu; (818) 677-4111) or online at <https://www.csun.edu/humanities/english/graduate-programs> . Submission packets will be accepted until 4pm on the November 16th deadline.

Q *What materials should I submit?*

A PLEASE SEND YOUR APPLICATION ELECTRONICALLY to Heidi Jorgenson (Heidi.Jorgenson@csun.edu; (818) 677-4111).

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. If your undergraduate degree is from Northridge, working in the Learning Resource Center or as a Supplemental Instructional Leader in the Stretch Composition Program provide excellent 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 115 or 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, Bradley Peters, and Ian Barnard have conducted the seminars. The current director of Composition is Dr. Irene Clark, assisted by Professor JC Lee and Professor Santosh Khadka.

Come join us!

TA APPOINTMENT SCHEDULE

November 16 th	SUBMISSION OF APPLICATION MATERIALS
November 17 th -20 th	REVIEW OF MATERIALS AND CONTACTS WITH REFERENCES
November 23 rd -25 th November 30 th December 1 st	INTERVIEWS WITH CANDIDATES
December 2 nd -7 th	CONTACTS WITH SUCCESSFUL CANDIDATES

TEACHING ASSOCIATES PROGRAM 2020-2021



Application

Eligible candidates should submit their application packets via email to Heidi Jorgenson (Heidi.Jorgenson@csun.edu) by 4pm on November 16th. 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. **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**. These should be mailed to Heidi Jorgenson at Heidi.Jorgenson@csun.edu.
5. A completed Interview Grid (next page).

Thank you for your cooperation! Feel free to copy this memo and send it to interested graduate students. There will be additional copies posted on the English Department Website.

INTERVIEW GRID (2020-2021)

Name of Applicant

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

	Monday 11/23	Tuesday 11/24	Wednesday 11/25	Monday 11/30	Tuesday 12/01	Wednesday 12/02	
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
1:00							
1:30							
2:00		unavailable			unavailable		
2:30		unavailable			unavailable		
3:00		unavailable			unavailable		
3:30		unavailable			unavailable		
4:00		unavailable			unavailable		
4:30		unavailable			unavailable		
5:00		unavailable			unavailable		

Please keep a copy of your completed grid for yourself!

RECOMMENDATION FORM for Teaching Associate Applicants

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

I have applied for the TA training program for FALL 2020-2021. 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: _____

Faculty Person: Please send this form to Heidi Jorgenson

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/Recommender

Date