

# Department of English

## Teaching Associates Program<sup>1</sup>



### 2022 Information

Submit Your Application by April 4<sup>th</sup>, 2022 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.

---

<sup>1</sup> 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.).

<sup>2</sup> 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 (or equivalent course in Composition Studies)
- 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 posted on the English Department website and announced in graduate classes. They can also be obtained from [Heidi Jorgenson](#) or [online](#). Submission packets will be accepted until 4pm on the April 4<sup>th</sup> deadline.

**Q:** What materials should I submit?

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

**Q:** What experiences are preferred?

**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 courses that provide background in Rhetoric and Composition, such as English 525WS

**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 dates and times for these workshops are **5/26 (9-11, 12-2); 5/27 (9-11, 12-2); 6/1 (9-11, 12-2); 6/2 (10-12, 1-2) and 8/23 (9-12, 1-3)**. 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. The mentoring professor will also create an online discussion board for optional continued conversations.



INTERVIEW GRID (2021-2022)

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 4/11	Tuesday 4/12	Wednesday 4/13	Thursday 4/14
9:00				
9:30				
10:00				
10:30				
11:00				
11:30				
12:00	Not Available		Not Available	
12:30	Not Available		Not Available	
1:00	Not Available		Not Available	
1:30	Not available		Not available	
2:00				
2:30				
3:00				
3:30				
4:00				
4:30				
5:00				

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 2022. 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 Heidi Jorgenson at [Heidi.jorgenson@csun.edu](mailto:Heidi.jorgenson@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
-------------	---	---	---	---	---	------------

## 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
-----------------	---	---	---	---	---	-----------------

## Additional Comments:

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

---

Signature of Recommender

---

Date