

Department of English

Teaching Associates Program¹



2023 Information

Submit Your Application by April 17th³, 2023 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.

3 This deadline has been extended from April 6th, 2023.

Q: Who's eligible for the program?

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

- ENGL 513 (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 17th 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 513.

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 **6/12(9-11, 12-2); 6/13(9-11, 12-2); 6/14 (9-11, 12-2); 6/16 (10-12, 1-2) and 8/22 (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.

TA Appointment Schedule

April 17 th	Submit Completed Application by 4 PM
April 18 th -19 th	Materials will be reviewed Candidates selected for interviews will receive scheduling queries during this time
April 20 ^h -21 st	Candidates interviewed
April 22 nd	Notification of application status

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Application

Eligible candidates should submit their application packets via email to Heidi Jorgenson (Heidi.Jorgenson@csun.edu) by 4PM on April 17th. 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. Recommendation letters can consist either of brief letters or the form that is attached to this application. Please submit **THREE in total--either 3 letters, 3 forms, or a combination of letters or forms. The total is Three (3.)** Letters and/or forms can be from current/former professors, supervisors, coworkers, etc.). A complete application (including all three letters, three forms, or a combination of forms and letters) must be submitted for consideration to the Teaching Associate Program. Recommendations should be mailed directly to Heidi Jorgenson at Heidi.Jorgenson@csun.edu
5. A completed Interview Grid (next page).

INTERVIEW GRID (2023)

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.

	Thursday 4/20	Friday 4/21		
9:00	Not Available	Not Available		
9:30	Not Available	Not Available		
10:00	Not Available			
10:30	Not Available			
11:00				
11:30				
12:00				
12:30				
1:00				
1:30				
2:00				
2:30				
3:00				
3:30				
4:00	Not Available	Not Available		
4:30	Not Available	Not Available		
5:00	Not Available	Not Available		
	Not Available	Not Available		

Please keep a copy of your completed grid for yourself!