

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
ENGLISH DEPARTMENT
TEACHING ASSOCIATE PROGRAM

Application Procedures:

To apply to the TA program, applicants must submit the following to the English Department by the end of the day on the second Thursday of spring quarter:

1. TA application form, available in the English Department Advisement Office (ETA638);
2. transcripts of post-secondary work (unless degrees are from CSULA);
3. a writing sample of approximately 10 pages demonstrating proficiency in academic discourse;
4. three letters of recommendation;
5. Evidence and/or description of past teaching experience, if available.

Once accepted, TAs must complete the training program before they will be assigned classes to teach.

Eligibility:

Students will be selected as Teaching Associates based on the quality of their past academic performance and potential for teaching. All applications will be reviewed by the Graduate Studies Committee, the TA Coordinator, and the Composition Coordinator. All qualified applications will be ranked. Numerical rankings and openings available will determine entry into the TA Program.

Training Program:

The training program consists of two components:

1. TAs must be enrolled in or have completed ENGL 504: Theories of Composition and Rhetoric;
2. completion of an orientation program conducted by the English Department in the week prior to their first teaching assignment. During this orientation, TAs will receive assistance in constructing syllabi, developing lesson plans and assignments for the first few weeks of class, and learning about other practical teaching issues. Students who begin teaching Winter quarter must attend the Fall orientation and the Fall TA workshops.

Conditions of Employment:

1. TAs will be assigned one class during their first quarter of teaching.
2. TAs may receive course assignments for no more than six quarters. These six quarters must occur within ten quarters of receiving the first assignment.
3. TAs will be reappointed at the discretion of the Department Chair, upon recommendation by the TA Coordinator and contingent upon successful performance.
4. TAs will be hired at Teaching Associate Range 1.
5. During each quarter of employment, TAs will be required to enroll in ENGL 398 for 1 unit and two sections of ENGL 499 for one unit each.
6. TAs must average at least four units of work per quarter on their programs (ENGL 398 and 499 do not count toward this unit requirement) or be enrolled in at least one unit of thesis work (ENGL 599).
7. TAs will not be given assignments during quarters when they are employed full-time elsewhere unless a formal written appeal has been made and approved by the TA Coordinator and the Department Chair.
8. During each quarter of teaching, TAs will attend regular practicum workshops and individual conferences with the TA Coordinator. Every TA will be visited in his or her first quarter of teaching and, thereafter, as deemed necessary.
9. TAs must maintain a 3.5 GPA on their master's program in order to remain in the TA program and remain eligible for assignments. Students who fall below that level will need to re-apply to the Graduate Studies Committee for reinstatement as TAs when their GPAs return to a 3.5.
10. Completion of all Incomplete grades is required before an assignment can be made.