Guidelines for Appointment of Teaching Assistants in Communication Studies (Communication option)

APPLICATION PROCEDURE

Appointments to the position of teaching assistant are made once each year. Applications for Fall 2010 are due on or before FEBRUARY 15, 2010. Submit a file folder including the following:

1. Copies of transcripts from all colleges attended.

2. A statement of purpose which outlines the applicant's research interests, reasons for seeking a teaching assistantship and relevant instructional experience. Either within this statement or separately the applicant should formulate a clear philosophy towards teaching.

3. Three letters of reference commenting on the applicant's promise for graduate studies and teaching. Specific comments might be made regarding the applicant's academic and professional accomplishments, initiative, ability to work with others, ability to organize and express ideas, professional attitude, drive and motivation, forensics experience, etc.

SELECTION CRITERIA

In order to be appointed as a teaching assistant, applicants must have:

1. A B.A. degree in (Speech) Communication or related field,

2. Earned a minimum grade point average of 3.0 in undergraduate and graduate coursework (cumulative),

3. Been accepted in the graduate program. (Conditionally classified students will be considered for assistantships on a case by case basis.)

Appointments as a teaching assistant are made based on evidence of academic achievement, potential for academic success and relevant instructional experience. In order to begin teaching in the Fall quarter, TA's are required to attend a pre-quarter teaching assistant training.

REAPPOINTMENT

In order to be reappointed to the TA position, graduate students must:

1. Maintain good standing as a graduate student (3.0 GPA minimum)

2. Successfully complete COMM 491 Instructional Theories in Communication (earning a grade of B or better) during the first Fall quarter in which they are teaching

3. Make satisfactory progress toward the degree

4. Fulfill the expectations outlined in the job description, which include: consistent enrollment in COMM 398/499, maintaining the highest standards of ethical and professional conduct as a teaching assistant and graduate student, and active participation in the T.A. Development Program.
California State University, Los Angeles
Department of Communication Studies
Application for Appointment as a Teaching Assistant in Communication Studies (Communication option)

Name________________________________________________________________________Date________

Address________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Phone (home):__________________________________________
Phone (cell):__________________________________________
Email:__________________________________________
Social Security #:__________________________________________

EDUCATIONAL HISTORY

Please list all the colleges and universities you have attended as an undergraduate and graduate, degrees received and dates degrees were conferred. Please have each college or university send one official copy of your transcript to the Department of Communication Studies, CSU Los Angeles, 5151 State University Drive, Los Angeles, CA 90032.

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<th>Dates Attended</th>
<th>Degree Major/Minor</th>
<th>G.P.A.</th>
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HONORS, AWARDS AND ACHIEVEMENTS
Please list any awards or honors you received as an undergraduate or graduate student:

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<th>Honor/Award</th>
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EXTRACURRICULAR EXPERIENCE
Please describe any relevant extracurricular experience:

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RELEVANT INSTRUCTIONAL EXPERIENCE
Please describe any experience that you consider relevant to teaching in a university setting. Include teacher preparation programs, student teaching, recreation leadership experience, etc.

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REFERENCES
Please list the names and addresses of at least three educators familiar with your work from whom you have requested letters of recommendation. If possible, include a person who will be able to assess your potential as an instructor. These letters should be sent directly to the Director of Teaching Assistants (see name and address below).

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COMMENTS
Are there any additional comments you wish to make that are not covered in the questions above?

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I hereby apply for appointment as a Teaching Assistant in Communication, Department of Communication Studies, for the Fall Quarter 20____.___. It is my intention to complete the Master of Arts in Communication Studies (Communication option) in the ______________ Quarter, 20_____. I understand that if I am appointed, I must adhere to the Department Regulations Governing the Appointment and Retention of Teaching Assistants.

Signature of Applicant ___________________________ Date __________________________

Please return the completed application, letter of interest, official copies of transcripts from all colleges and universities attended and three letters of recommendation to:

Dr. Melissa Broeckelman-Post
Department of Communication Studies
5151 State University Drive
Los Angeles, CA  90032-8111

Note: This is NOT an application for admission to the University, or the graduate program in Communication Studies (Communication option). All students seeking admission to the graduate program, including CSLA continuing students, must file a formal application with the Office of Admissions and send materials for a file review to the Department.