



California State University, Sacramento  
Communication Studies Department  
6000 J Street, Mendocino Hall 5014 • Sacramento, CA 95819-6070  
T (916) 278-6688 • F (916) 278-7216 • [www.asn.csus.edu/coms](http://www.asn.csus.edu/coms)

## Graduate Assistant Application

(COMS 4)

**Carefully examine the attached information regarding the GA positions we offer.**

Please find attached an application form for the position of GRADUATE ASSISTANT. Fill out the form completely and return to the Department of Communication Studies (Mendocino Hall 5014) by the respective deadline for Fall or Spring applications (see Graduate Coordinator with questions).

Your application will be reviewed by a subcommittee of the Graduate Committee and others. Decisions about selection will be made on the basis of the applications. If selected, you will be expected to make an appointment to meet with Dr. Mark Williams as soon as possible. Dr. Williams will then provide details regarding orientation. Orientation will be scheduled on a day during the week before classes start.

**Department of Communication Studies**  
**General Application Form for:**  
**Communication Studies 4 Graduate Assistant**

**Instructions**

This application must be completed and returned to the Department of Communication Studies office (MND 5014) by the deadline given by the Graduate Coordinator, typically mid-October or mid-February.

**Disclosure**

Members of the Department of Communication Studies Graduate Committee and/or their designees will review this application. Members of the Department of Communication Studies Graduate Committee and/or their designees may review the material contained in your graduate file or listed on your academic record.

**Eligibility**

Graduate Assistants

1. Must have applied for admission to the Communication Studies graduate program or have been admitted to the program.
2. Must be either conditionally classified or classified in the graduate program at the time of appointment.
3. Must be making acceptable progress toward the master's degree. Acceptable progress is normally defined as enrollment in at least 6 units (per semester) of approved graduate level coursework or supervised activity (such as work on Culminating Experience).
4. Minimum GPA of **3.25** is required.

## **Communication Studies 4 Graduate Assistant Responsibilities**

1. Grading of speeches.
2. Providing the students with constructive, detailed and prompt feedback.
3. Regular attendance at Graduate Assistant meetings (on average 2 meetings per month).
5. Record keeping - Attendance, Speech Grades, Exam Grades, etc.
6. Regular and prompt response to email, voice mail, and all other forms of communication with students as well as the course coordinator.
7. Model communication practices that reinforce text and lecture materials.
8. Providing 45 minutes of office hours per week per section taught.
9. Creation of a positive affect toward the course.

**Part I**  
**General Application**  
**Questions**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone ( \_\_\_ ) \_\_\_\_\_ Work Phone ( \_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_

Present Grade Point Average (GPA):

COMS \_\_\_\_\_ Overall \_\_\_\_\_

Number of units completed toward MA: \_\_\_\_\_ Expected date of graduation: \_\_\_\_\_

Advisor: \_\_\_\_\_

List graduate courses you have taken and the professors teaching those courses if applicable:

Course Number	Course Name	Professor	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please provide the names and phone numbers of at least two references regarding your teaching and/or presentation skills (*not required for GA's who are reapplying*).

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

**GRADUATE ASSISTANT APPLICATION PART II Communication  
Studies 4  
Items to be submitted**

- I. A letter, maximum of two typed pages, that highlights your qualifications and expertise with respect to presentational speaking.
- II. A current resume.
- III. The following information:
  - 1. List courses taken that have helped you prepare to be a Communication Studies 4 Graduate Assistant.
  - 2. List extracurricular activities you have participated in that have helped prepare you to be a Communication Studies 4 Graduate Assistant.
  - 3. List business and/or professional activities you have participated in that have helped prepare you to be a Communication Studies 4 Graduate Assistant.
  - 4. I would like to be a Graduate Assistant for (check one):
    - \_\_\_ **ONE** section of Communication Studies 4
    - \_\_\_ **TWO** sections of Communication Studies 4
- IV. The University application.

Indicate which courses you plan to take in the semester you will GA: \_\_\_\_\_

Course Number	Course Name	Professor