

Department of Communication Studies Teaching Associate Application

This document includes a description of the Teaching Associate position, eligibility requirements for TAs, the Communication Studies department form as well as the University GA/TA application.

Please fill out the forms completely, and return them to the Department of Communication Studies (Mendocino Hall 5014) by the respective deadline for Fall or Spring applications, typically mid-October or mid-February.

Applications will be examined by a subcommittee of the Graduate Committee. If selected, we will contact you to interview. Prior to the interview, prepare a 10-minute presentation on some topic related to public speaking, communication in general, or presenting in organizations that you will present before the committee. For candidates not located in the Sacramento area presently, interviews will take place via teleconferencing. During the interview, be prepared to discuss your teaching philosophy as well as how you would assess the learning associated with your presentation (such as objective measures like a test or quiz, or via other assignments like an essay, etc.).

Returning TAs: If you are currently a TA, you only need to submit Part 1 of the General Application and the University GA/TA application. You may be asked to re-interview (typically in groups) but will not have to give a 10-minute presentation.

Based on the interviews, a recommended ranked list of TA candidates will be presented to the Graduate Committee for approval. The approved list is passed to the department chair, who will author letters of appointment.

Students awarded a Teaching Associate position are required to attend orientation meetings prior to entering the classroom. At that time, TAs will receive material, information, and instruction for completing preparation for their classes. TAs are required to attend regular meetings during each semester for the purposes of coordinating course content, sharing ideas with colleagues, developing new teaching ideas and instructional practices, reviewing course content, assignments, methods and policies.

Department of Communication Studies

Application for the Teaching Associate Program

Instructions:

All parts of this application must be completed and returned to the Communication Studies office (MND 5014) by the appropriate deadline, depending upon the semester.

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.

Teaching Associate Eligibility:

1. Must be a graduate student with **classified status** in the Communication Studies Department.
2. 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 the Culminating Experience).
3. **Minimum 3.50 GPA required.**
4. Preference will be given to those TA applicants who have completed **two semesters** (or are in the process of completing the second semester) of successful assistance in Communication Studies Graduate Assistant program, or have equivalent preparation or experience in teaching. (For GAs, the Graduate Committee will pay particular attention to teaching evaluations and the recommendation of the course supervisor.)

Interviews for graduate teaching positions will be set up following the application review process. Those selected for an interview will be contacted, and the room location and time schedule will be announced.

Currently TAs are eligible to teach Communication Studies 4, Introduction to Public Speaking and Communication Studies 5, The Communication Experience. Both courses fulfill the university's public speaking requirement.

The Coordinators of Communication Studies 4 and 5 have attached descriptions of the duties and responsibilities associated with being a Teaching Associate. Review these attachments and, if you have questions, contact the Communication Studies Department Graduate Coordinator or the course current coordinators.

Communication Studies 4 and 5 Teaching Associate Responsibilities

Defined by the university and the Communication Studies Department

University:

“Teaching Associates are typically responsible for providing classroom instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, tutoring students and determining course grades.”

Communication Studies Department:

TA Responsibilities

1. Teach two sections of ComS 4 or ComS 5 (see course descriptions below), and may have other duties assigned (a total time commitment not to exceed 20 hours per week).¹
2. In consultation² with the course supervisor, develop course objectives that reflect mainstream versions of the course; develop relevant course policies; create tentative course calendar; publish syllabus treating the topics stipulated, at minimum, by the university.
3. Develop assignments designed to assess students’ accomplishment of course goals.
4. Hold regular office hours (minimum of 45 minutes per section).
5. Provide feedback to students on assignments in a timely fashion.
6. Maintain current and complete grade records.
7. As instructor of record, submit final grades, by the deadlines set by the university.
8. Attend supervisory meetings for both the specific course TAs and joint meetings of ComS 4 and 5 TAs and supervisors.
9. Notify supervisor if illness or personal issues that necessitate or will potentially necessitate more than one absence in the semester.
10. Receive supervision by a full time faculty course coordinator.
11. Be critiqued and evaluated on teaching by the Course Coordinator or member of the faculty.

Course Descriptions:

ComS 4—Introduction to Public Speaking: Theory and technique of public speaking. Emphasis on organizing, supporting, and clearly stating ideas. Practice in informative and persuasive speaking.

ComS 5—Communication Experience: Basic skills and introductory concepts necessary for effective communication in a variety of settings. Special emphasis on practical experiences within groups, facilitation of interpersonal relationships, and methods of conflict resolution.

¹ This one semester award typically will be renewed for a second semester by action of the Graduate Committee (the Committee’s decision to renew is based on the evidence of teaching effectiveness, the recommendation of the course supervisor, and the academic status of the candidate).

² Applicants with less teaching experience will have more structured support for developing course materials and closer teaching supervision

TEACHING ASSOCIATE APPLICATION, PART I
(Required for all applicants, new and returning)

Name: _____ Student ID # _____

Address: _____

Personal Phone #: _____ Work Phone # _____

Email Address: _____

GPA: Undergraduate: _____ Communication Studies MA program (Cumulative): _____

Number of units completed toward the MA: _____ Expected date of graduation: _____

List graduate courses now in progress (or ones that you will register for when able):

Course #	Course title	Instructor's name

List names and contact information for *at least two* references regarding your teaching/presentation skills.
 (Not required of TAs reapplying)

Name	Contact information

Rank order preferences for course assignment: (1 = 1st choice; 2 = 2nd choice)

_____ **ComS 4 Public Speaking**

_____ **ComS 5 The Communication Experience**

TEACHING ASSOCIATE APPLICATION PART II

(Required for all new applicants)

1. Identify courses you have taken, by number and title, that you feel have prepared you to teach ComS 4 or 5.

Courses taken:		Explain how each course prepares you to teach ComS 4
ComS 4		
Courses taken:		Explain how each course prepares you to teach ComS 5
ComS 5		

2. Please describe any prior teaching experience:

3. Identify other related experiences (e.g., employment, corporate training, forensics, public speaking, etc.) that would help you with being a Teaching Associate:

4. Please briefly describe why you want to participate in the Teaching Associate program.

5. Please briefly describe what personal qualities would make you an effective Teaching Associate (e.g., public speaking ability, organizational skills, etc.).

6. Attach a current curriculum vita or resume.

7. **Submit this application (Parts I and II for new applicants), and the University GA/TA Application** to the Department of Communication Studies (MND 5014) by the current semester's deadline.

California State University, Sacramento

Graduate Assistant (GA) / Teaching Associate (TA) Application

Submit a completed and signed application to the hiring department or program unit

Semester: Spring Summer Fall Winter Year: _____

Department / Program Center: _____ Graduate Assistant Teaching Associate
One Application per Position

Last Name: _____ First Name: _____ MI _____

SS# / ID #: _____ Birthday: _____

Mailing Address: _____
Address City State Zip

Telephone: _____ E-Mail: _____

Substitute Teaching Associate Pool (TA Only) - Check if you want to be considered for the on-going, **as needed**, substitute TA assignment pool

Have you worked as a TA / GA before? No Yes **Major:** _____

Are you an international student? No Yes: Submit this application to the Office of Global Education for verification

Will you be working as an **ISA, Student Assistant, Graduate Assistant** or **Teaching Associate** in any other department?

No Yes (department(s) and hours): _____

Will you be working as a **Temporary Faculty** or **Staff Employee** in any other department?

No Yes (IF YOU SELECTED 'YES' - STOP) **Academic Student Employees may not be concurrently hired as temporary faculty/staff

Briefly describe your qualifications for the position (attach resume or additional sheet to application):

Enter the names and contact information for two references. At least one must be by a university faculty member.

Name	Title/Department	Institution	Phone #

Name	Title/Department	Institution	Phone #

Student Signature:

Date:

INTERNATIONAL UNDERGRAD & GRAD STUDENT VERIFICATION Office of Global Ed, Lassen Hall 2304

For Office of Global Education: VISA _____ # of Units: _____ GPA: _____ Class Level: _____

Is the student eligible for employment at Sac State? Yes No

Office of Global Education Signature

Date

Hiring Department / Program Unit Only

We recommend this graduate student for employment during the semester indicated above as a:

- Teaching Associate for _____ **hours** per week
- Graduate Assistant for _____ hours per week (not to exceed 20 hours)

ONLY graduate or doctoral students are eligible to work as Graduate Assistants or Teaching Associates.

Graduate OVERALL GPA: _____ Units Enrolled: _____ Cont Enrollment Fees Paid

Will the student be receiving a GA / TA Dean's fee waiver? Yes No

In compliance with the criteria and terms of the Sacramento State Graduate Assistant / Teaching Associate Dean's fee Waiver Program, the academic unit cited is permitted to recommend this Graduate Assistant for a waiver of the State University fees and / or the non-California resident tuition (not valid unless signed below). **Waivers are funded by the hiring department / program.**

GA/ TA reports to (staff / faculty): _____

Ext: _____

I verify that the student meets the following requirements (check off boxes):

Graduate Student is enrolled in 4-12 units / Continuous Enrollment fees paid **AND** Overall GPA 3.0 +

AND that our department / program acknowledges the following (check boxes):

Work dates on the Academic Student Employee Personal Transaction Form (**ASEPTF**) are current & accurate (*actual work dates*)

New Applicants - Student is NOT approved to start working until all hiring paperwork has been submitted to student HR office.

We are recommending this student for employment as a Graduate Assistant or Teaching Associate for the semester indicated above.

Chair / Unit Administrator (PRINT)

Dept.

Ext.

Signature

Office of Graduate Studies use ONLY

Approved Denied

Dean Signature / Office of Graduate Studies

Date

Updated
 Apr-17