

**Application Form**  
**Teaching Assistantships / Instructional Assistantships**  
**Department of English / Texas State University-San Marcos**

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**APPLICATION PROCESS:** The Department of English appoints IAs and TAs once each year, in the spring for the following fall. In order to consider you for an appointment, we must have the following:

- This completed application form.
- A Texas State faculty employment application form, available on this Website or from the English Department. Make sure to submit the faculty application form, not the one for Texas State staff employees.
- A résumé listing your educational background and employment history (including teaching experience, if any), and other pertinent information.
- A statement describing your reasons for seeking an assistantship (limit 500 words); this statement should **focus on your interest in and potential for teaching**.
- Three letters of recommendation addressing both your academic qualifications and your potential as a teacher. Please ask those recommending you to send their letters directly to Professor Daniel Lochman, Chair of the English Department.
- Up-to-date transcripts of all undergraduate and graduate work completed, including work at Texas State (Transcripts need not be official; photocopies are acceptable. Note, however, that you must supply a separate set of transcripts with this application, even if you have already submitted transcripts with your application for graduate study. Also, if you are hired as a TA, you will be asked to submit a set of official transcripts to the English Department.)
- Send all required materials to Professor Daniel Lochman, Chair, Department of English, Texas State University-San Marcos, San Marcos, TX 78666. Phone: 512-245-2163.

**DEADLINE:** Applicants are responsible for ensuring that all materials, including letters of recommendation, are sent to the English Department on or before **the postmark deadline of January 15**. We cannot consider late or incomplete applications. Those applying for assistantships must also apply for program admission by January 15.

**ADDITIONAL INFORMATION:** For additional information about assistantships and application procedures, contact Ms. Karen Bryson, Department of English, Texas State University-San Marcos, San Marcos, TX 78666 (512-245-2163; kbryson@txstate.edu) or the appropriate graduate director:

- Professor Tom Grimes, MFA program (512-245-7681; mfinearts@txstate.edu)
- Professor Paul Cohen, MA Literature program 512-245-7685; malit@txstate.edu)
- Professor Libby Allison, MA Technical Communication program (512-245-3733; matc@txstate.edu)
- Professor Rebecca Jackson, MA Rhetoric and Composition program (512-245-7657; rj10@txstate.edu)

*(continued on following page)*

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_ Email \_\_\_\_\_

1. You may apply for an assistantship in only one program during a given year. Which program do you plan to enter? MFA (fiction) \_\_\_\_\_ MFA (poetry) \_\_\_\_\_  
MA (literature) \_\_\_\_\_ MA (technical communication) \_\_\_\_\_  
MA (rhetoric and composition) \_\_\_\_\_

2. Have you been officially accepted into this degree program by the Graduate College?  
yes \_\_\_\_\_ no \_\_\_\_\_

Note: You must have at least 9 required credit hours remaining to complete in your degree plan during the year in which you will hold an appointment as an IA or TA. Any exceptions to this rule, due to unusual circumstances, must be approved in advance by the Chair of the English Department and the Dean of the Graduate College.

3. How many graduate hours in English and/or creative writing, if any, have you already completed? \_\_\_\_\_

4. List below any graduate courses you are currently taking. Are you taking these courses at Texas State or elsewhere? (If elsewhere, name institution.) \_\_\_\_\_

Course Title	Instructor	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Besides the courses listed above, do you expect to complete any additional graduate hours in English (e.g., summer courses) between now and the beginning of the semester for which you seek an appointment? yes \_\_\_\_\_ no \_\_\_\_\_ If yes, how many hours? \_\_\_\_\_

*(continued on following page)*

6. Your overall GPA as an undergraduate \_\_\_\_\_  
Your GPA in undergraduate English courses \_\_\_\_\_
7. GRE scores: Verbal \_\_\_\_\_ Quantitative \_\_\_\_\_ Writing \_\_\_\_\_
8. Describe briefly any courses you have taken or experience you have had in film or the use of instructional technology and/or media. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. People you have asked to send letters recommending you as a graduate assistant.

Name	Institution
_____	_____
_____	_____
_____	_____

*Reminder: Please make sure that those recommending you send their letters by the January 15 postmark deadline.*