

Oklahoma State University

ASSISTANTSHIP GUIDELINES

2016-2017

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Graduate Studies Committee

The Graduate Studies Committee consists of a representative from each of three areas:

Area A: Literature

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Area B: TESL/Linguistics, Composition and Rhetoric, Professional Writing

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Area C: Screen Studies, Creative Writing

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The Graduate Director is a non-voting member.

The Graduate Faculty

See the English Department online faculty directory for office and telephone information:

<http://english.okstate.edu/faculty/faculty-profiles>

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British and Irish Literature Post 1900

Life Writing

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TESL

Linguistics

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Lisa Hallenbach, PhD University of Wisconsin	American Poetry post 1900
Edward Jones, PhD edward.jones@okstate.edu Ohio University	Renaissance British Literature, Milton
Janine Joseph, PhD University of Houston	Creative Writing: Poetry
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Romanticism
Literary Theory

ASSISTANTSHIPS

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The English Department employs a large number of graduate teaching assistants each year. Assistantships are thus available to most students who qualify for them and apply early. Depending on their levels of experience and areas of emphasis, teaching assistants may tutor in the Writing Center or teach their own sections of first-year composition, composition for international students, technical writing, creative writing, or literature.

Teaching Methodology Courses: All teaching assistants, regardless of experience, must take an appropriate pedagogy course or courses during their first year of teaching at OSU. Depending on the area of emphasis and teaching assignment, they may take:

- ❖ ENGL 5213: Composition Theory and Pedagogy
- ❖ ENGL 5223: Professional Writing Theory and Pedagogy
- ❖ ENGL 5243: Teaching English as a Second Language

First-year Teachers: Teaching assistants who have not previously taught English typically spend the first semester or year of their assistantships as tutors in the Writing Center. During this year, they also take an appropriate pedagogy course (see above) and observe experienced teachers.

Course Load: Each fall and spring semester a teaching assistant teaches six credit hours (two 3-hour courses) or works twenty hours per week in the Writing Center. A few assistantships are available for students who assist in editing the *Cimarron Review*, *American Indian Quarterly*, *Milton Quarterly* or with the *International Teaching Assistant (ITA)* program.

Customarily, teaching assistants take no more than six to seven hours of graduate course work per semester. After candidacy, doctoral students may drop to two hours per semester. Requests to take more than six hours must be made in writing to the department head. Some assistantships are available in the summer, during which a teaching assistant teaches three hours and enrolls in at least two hours.

Tuition Waivers: All students with assistantships pay in-state tuition rates; that is, the University waives the non-resident portion of their tuition. The University will also pay the remaining resident tuition for up to nine hours of qualifying courses each fall and spring semester. In addition, teaching assistants also receive a monthly stipend during the academic year and single-person health insurance.

Students are responsible for resident tuition for courses taken in excess of this limit and for all fees.

Time Limits: A teaching assistant not on academic probation is eligible for financial support under the following conditions. MA and MFA students receive three years of funding. PhD students receive five years of funding. Funding is contingent upon satisfactory progress toward the degree. If exceptional circumstances exist, a student in the last year of funding may, with the support of his or her advisor, petition the Head of the English Department for an additional year's funding. Such cases will be judged on an individual basis and in light of Departmental policies and staffing needs. Under no circumstances will a seventh year of support be available.

Non-native Speakers of English: To be eligible for a teaching assistantship, students whose native language is not English must submit passing scores for the *Speaking Skills section of the TOEFL iBT (26 or higher)* for their application to be considered. They must also attend the *International Teaching Assistant (ITA) orientation*, which is administered on campus before the beginning of each semester.

To Apply: Prospective students who wish to apply for assistantships should do so as instructed on the admission application.

Students normally apply for assistantships at the time of admission. However, applications may also be considered from current students who should write a brief letter of application to the Graduate Director. The letter should indicate preferences (if any) for Writing Center, First-Year Composition, Technical Writing, or TESL Composition. The letter should also identify any prior teaching experience.

Assistantships begin in the fall semester, and most are awarded during the January admission process.