ENGLISH M.A. GRADUATE PROGRAM
TEACHING/RESEARCH ASSISTANTSHIPS
2nd-Year Teaching/Research Assistant Application

Name: ___________________________ UMS#: ___________________________

Email: ___________________________ Phone: ___________________________

Date of Submission: ____________

1. I have spent my first semester(s) at UMB doing the following:
   Check all that apply; you can explain additional experience in your cover letter.

   **Teaching:**
   ______ Tutoring in conjunction with Engl 667: Seminar for Tutors
   ______ Tutoring in a different UMB or off-campus program
   ______ Taking Engl 610: Teaching of Composition
   ______ Taking Engl 611: Teaching of Literature
   ______ Leading a discussion section for an English lecture course
   ______ Serving as a Teaching Apprentice, working with a community group
   ______ Serving as a Teaching Apprentice for the following course(s) and following
class instructor(s):

   **Research:**
   ______ Working as a professor’s researcher or project assistant
   ______ Taking Engl 606: Books, Manuscripts, Libraries
   ______ Taking Engl 697: The History of the Book

   **Other:** List any other experiences that are pertinent to this application. You can
   explain additional experience in your cover letter.

2. I hope to spend my next year at UMB doing the following:
   Rank order at least 3 experiences that appeal to you, 1=highest and 3=lowest; you
   can mix teaching and research possibilities. Note: not all of these opportunities are
   available every semester.

   **Teaching:**
   ______ Teaching English 101: Composition
   ______ Teaching Engl 262: Art of Literature or Engl 273: Art of Fiction
   ______ Tutoring at UMB in the English Department or a cross-campus
   partnership program, such as for the MGS or Science Gateway programs
   (this is a good option if you need to TA during evenings/weekends).
_____ Tutoring or teaching in the Boston community, such as tutoring at a community center (this is a good option if you need to TA during evenings/weekends).
_____ Shadowing a professor in an advanced English course
_____ Leading a discussion section for an English lecture course

Administration:
_____ Working as an administrative assistant in the Composition program
_____ Working as an administrative assistant in the English M.A. Office
_____ Working as an assistant to Brian Halley at UMass Press

Student Status Information:

My Concentration is (check one):
    Literature ______  Composition ______  Creative Writing ______

I plan to be here next year for (check):  FALL ________  SPRING ________

I plan to graduate in:  FALL 20____  SPRING 20____  SUMMER 20____

I will be registered for SIX credits in:  FALL: yes / no  SPRING: yes / no

I have a part-time or full-time job:  yes / no

I am available to work during daytime hours (before 4:00pm):  yes / no
If “no,” explain the hours you are available to work:

I am available for teacher training over the upcoming summer:  yes / no

If you have an INCOMPLETE in a graduate course, note the course here:

If you have a grade below a “B” in a graduate course, note the course here:

Is there anything else you’d like us to know about your plans for next year?

Application Process:
1. This application is for English MA students who have completed at least one semester in the MA Program and who have received TA training through a UMB tutoring or teaching position.
2. This application will make you eligible for any and all assistantships available for the upcoming academic year. This funding can take the form of any of the positions offered above. New assistantships may also become available.

3. Note that we will contact your teaching or administrative mentor(s) for feedback as part of this application process.

Application Materials—Please include with this form:

1. A COVER LETTER of approximately 1 single-spaced page.
   • Your cover letter should express your interest in continuing to teach or perform administrative duties in our English MA Program.
   • Your cover letter should discuss the teaching or research you have done here at UMB, explaining any aspect of your work that you feel is noteworthy. For example, you can explain what you’ve learned about yourself as a teacher or researcher, your work strengths and weaknesses, your new teaching or research skills, your developing teaching philosophy, or your plans for a specific research project.
   • Your cover letter can discuss any additional teaching or research experience.
   • Do NOT write an over-long letter. Be concise.

2. An up-to-date copy of your RÉSUMÉ
   • Include an up-to-date résumé.
   • Your UMB teaching or research experience should be listed on your résumé.

Submit ONE copy of this form and all materials to the English MA Office.

If you have any questions or want to discuss your options, ask Pemelope! She has been through this process and would be happy to talk it over with you.