

MINNESOTA STATE UNIVERSITY, MANKATO
DEPARTMENT OF ENGLISH
TEACHING ASSISTANT/GRADUATE ASSISTANT APPLICATION COVER SHEET

DIRECTIONS

Print out this sheet and check each relevant box to make sure your application package is complete. Include this cover sheet with the other required items, noted below, and send all materials to the Department of English at the address at the bottom of this cover sheet.

TA/GA APPLICATION DEADLINE: February 1 for all materials.

YOUR NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

E-MAIL (PRINT CLEARLY) _____

We require the following items if you want to be considered for an assistantship in the English Department. For a description of the kinds of assistantships (teaching and other) we offer, see the English Department Graduate Assistantships page at <http://english.mnsu.edu/gradassistantship.htm> and the specific position description for teaching assistantships at <http://english.mnsu.edu/TA-09English.pdf> [**this URL will change as the newest version is posted**].

Suggestion: While you await the results of this assistantship application—and especially since we often admit more students than we have TA/GA positions for—we strongly encourage you to apply for assistantships sponsored by other units of the University. Many of the positions are listed at <http://grad.mnsu.edu/assistantships/> and <http://www.mnsu.edu/humanres/vacancy/index.php?id=vacgrad>. These non-departmental assistantships will require separate graduate assistant application forms and often something else, like a résumé and letter outlining your qualifications for the position. These assistantships *generally* come with the same stipend and tuition benefits, and holding one of these assistantships for one year will in no way disqualify you from English TA/GA consideration for another year.

Graduate Assistantship Application: See <http://english.mnsu.edu/forms/graduateassistanceapp.pdf>. Instead of the three names the assistantship form asks for, list only two persons as references. These may be the same persons you listed on your Graduate School application and from whom you asked letters of recommendation.

- Submitted here

Letters of reference

- Two submitted in other package with admissions materials
- Two submitted here in sealed envelopes sent to you by the recommender

Letter from you addressing your qualifications for an assistantship: See the TA or GA position description for qualifications and duties, and address these items as you are able.

- Submitted here

Résumé

- Submitted here

Academic writing sample (for TA applicants only): A 5-10 page paper or other piece of expository writing.

- Submitted here

Before the program deadline, send all materials and this cover sheet to

Dr. Stephen Stoyhoff
Department of English
230 Armstrong Hall
Minnesota State University, Mankato
Mankato, MN 56001