



# English Graduate Guidelines

2021 - 2022

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## ASSISTANTSHIPS

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 and Theory and Pedagogy
- ENGL 5223      Professional Writing Theory and Pedagogy
- ENGL 5243      Teaching English as a Second Language
- ENGL 5201      Writing Center Theory and Pedagogy

**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 list 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*, and *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 taking two hours per semester. Requests to take more than six hours must be made *in writing* to the English 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; meaning that 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 all 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 towards the degree. If exceptional circumstances exist, a student in the last year of funding may, with the support of their 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:** All persons for whom English is a second language are required to demonstrate an acceptable level of spoken English *before* admission and *before* being employed in an instructionally related capacity. ***Please Note:*** The English Department admission requirements are HIGHER than the Graduate College admission requirements.

To be eligible for a teaching assistantship, students whose native language is not English must submit current scores from one of the following:

TOEFL iBT minimum **Speaking, Reading and Writing Skills** scores of 26

IELTS minimum **Speaking, Reading and Writing Skills** scores of 7.0

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 an assistantship 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 TESOL Composition. Students should also include a CV or resume, scholarly writing sample, and a statement that describes teaching experience (if any) and explains how an assistantship would connect to their graduate studies.

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