

## **GRADUATE TEACHING ASSISTANTSHIP (GTA) APPLICATION**

### **Master of Arts in English and Master of Fine Arts in Creative Writing**

The Department of English is pleased to announce the availability of Graduate Teaching Assistantships for students in the MA in English and the MFA in Creative Writing Programs. The award of an assistantship includes tuition and a stipend for the academic year (late August to mid May). Stipend amounts may vary but typically they are in the amount of \$10,800.

GTA's perform a variety of duties in the department. Assignments include tutoring students in the department's writing or computer centers, teaching composition and rhetoric, undergraduate creative writing courses, and assisting faculty members in their teaching or administrative work.

Assistantships are awarded competitively on the basis of the applicant's academic record, professional promise, training, and experience. To be eligible for an assistantship, applications for graduate admission and university financial aid (including the FAFSA form) must be on file for each applicant. To receive an assistantship, students must be admitted to one of the graduate programs, either full or provisional admission.

Assistantship applicants should request that at least two of their references specifically address the applicant's qualifications for an assistantship, as well as the applicant's promise as a graduate student. If assistantship applicants wish to submit reference letters in addition to the three required for the admission application, such as letters from previous teaching supervisors or letters which otherwise specifically support the assistantship application, they are free to do so. Previous teaching experience is not a requirement.

All assistantship applicants must submit the following materials:

1. A completed Graduate Teaching Assistantship application form;
2. An undergraduate, graduate or professional paper, or other piece of expository prose of at least five pages;
3. A brief personal essay (2-3 pages) in which you discuss your relevant teaching experience, educational background and your particular interest in a graduate degree, suggesting where your education seems to be leading.

GTA applications and all supporting materials should be sent to the attention of the Graduate Programs Coordinator, VCU Department of English, at the address below by **JANUARY 15**.

**Graduate Programs Coordinator  
VCU Department of English  
PO Box 842005  
Richmond, VA 23284-2005**

**APPLICATION FOR GRADUATE TEACHING ASSISTANTSHIP**

PART ONE

**Department of English  
Virginia Commonwealth University**

**PERSONAL INFORMATION**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Local Address:** \_\_\_\_\_

**Telephone:**      **Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**UNDERGRADUATE EDUCATION**

**Institution:** \_\_\_\_\_

**Degree:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**GPA:**      **Overall:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Honors/Awards:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GRADUATE EDUCATION**

**Institution:** \_\_\_\_\_

**Degree:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**GPA:**      **Overall:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Honors/Awards:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GRE SCORES**

**Date Taken:** \_\_\_\_\_

**Verbal:** \_\_\_\_\_ / \_\_\_\_\_ % **Quant.:** \_\_\_\_\_ / \_\_\_\_\_ %

**Analy.:** \_\_\_\_\_ / \_\_\_\_\_ % **Lit:** \_\_\_\_\_ / \_\_\_\_\_ %

PART TWO

**TITLE OF SUBMITTED WRITING SAMPLE**

**(GTA applicants *must* submit an expository writing sample of at least five pages.)**

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PART THREE

**Please write and attach a single brief essay (2-3 pages) in which you discuss some or all of the following:**

- 1) your teaching experience (consider previous graduate assistantships, public and private school, college and university, community programs);**
  - 2) your educational background and your particular interest in a graduate degree, suggesting where your education seems to be leading;**
  - 3) why working in the Writing Center or the Computer Center or teaching in the classroom attracts you, and what qualifications you might have for the assignment.**
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**\* Please make sure that two or more of the references in your application for admission address your suitability for an assistantship. Any additional letters (optional) in support of your application for an assistantship should be sent directly to the Graduate Programs Coordinator.**

**Please list additional references below (optional)**

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**Graduate Programs Coordinator  
VCU Department of English  
PO Box 842005  
Richmond, VA 23284-2005**