

**Application for Graduate Assistantships
(Continuing Students)**

Applications for graduate assistantships are due **February 15** for the upcoming academic year.

New students (applying for Fall term admission) should apply for assistantships as part of their on-line application to the MA program.

Continuing students should submit this completed application form and additional materials to the History Department email at hist@pdx.edu, **ATTN: Graduate Coordinator**.

[SEE instructions in the **To apply for a TAship** section below for additional materials]

For the **Rose Tucker Fellowship at the Oregon Historical Society**, semifinalists may be required to submit an additional essay and to undergo an interview.

For the **Caroline Stoel Editorial Fellowship** at the *Pacific Historical Review*, contact the *PHR* directly at 503-725-8230, or see pdx.edu/history/phr-graduate-editorial-fellowship) for application information. The selection process may include an interview at the finalist stage.

Please see the reverse for more information about the fellowships and general qualifications.

Name _____

Street Address _____

City _____ State _____ Zip _____

E-mail _____ Phone _____

PSU ID # _____ Term/Year of MA Program Admission _____

Names of recommenders _____

I wish to be considered for the following (check either or both):

_____ History Department Teaching Assistantship

_____ Rose Tucker Fellowship at Oregon Historical Society

For the Caroline Stoel Fellowship, contact the *Pacific Historical Review* office.

Departmental teaching assistants work with one of our faculty members one of our undergraduate classes, typically a 100-, 200-, 300-level course. Specific duties vary with the needs and plans of the instructor, but typically may include responding to and/or grading student papers and exams; holding office hours and advising students; leading discussion sections; and undertaking bibliographical research or materials preparation. If the topic is appropriate, graduate assistants may give occasional “guest lectures”; however, overall course structure and content is the responsibility of the instructor of record. It is expected that TAs regularly attend the assigned class. Faculty sometimes choose to have graduate fellows assist with research.

To apply for a TAship, continuing students should submit the Application for Graduate Assistantships form, two letters of recommendation, and two writing samples to the History Department email at hist@pdx.edu, **ATTN: Graduate Coordinator**, or deliver the application and all materials in person to the History Department Office (Cramer Hall 441). You may choose to use the writing samples we have on file from your application to the MA program; however, if you have new work (written in the MA program) you are strongly encouraged to submit this material. The Graduate Committee will also take into consideration your transcript.

The **Rose Tucker Fellow at the Oregon Historical Society** works with one of the ongoing functions of the OHS. In recent years, the fellow has served as an editorial assistant with the *Oregon Historical Review*. As above, submit this form, provide new writing samples if applicable, and arrange for letters of recommendation. Semifinalists may be asked to submit an additional brief essay discussing their particular qualifications for the position, and to undergo an interview.

The **Caroline Stoel Fellowship at the Pacific Historical Review** is an editorial internship with this journal, which is edited out of an office in our Department. Contact the *PHR* office (Cramer Hall 487, 503-725-8230, pdx.edu/history/phr-graduate-editorial-fellowship) for application information. Semifinalists may be called for an interview as part of the selection process.

General considerations

- Preference is given to students with not more than 40 completed graduate credits at the application deadline.
- Renewal for a second year is possible but not guaranteed. (Re-application is required.)
- Ordinarily, MA students are not eligible for more than two years of departmental assistantship or fellowship support.
- The assistantships are defined as 0.3 FTE positions, with a tuition remission for nine credits and stipend defined by the University. Rates for next academic year have not yet been set. For the 2015-2016 AY the stipend was set at \$2190/term. See pdx.edu/ogs/graduate-assistantships.
- The University requires graduate assistants to complete at least nine graduate credits (or approved undergraduate-level language study) per term, with a term GPA of at least 3.00.
- The History Department expects graduate assistants to maintain a cumulative graduate GPA of at least 3.50 during the period of their appointment.
- Alternates may be offered teaching assistantships on a term-by-term basis.