

Department of Applied Linguistics Portland State University
Application for Graduate Assistantships in the Applied Linguistics Program

General Information

- The Department of Applied Linguistics employs Teaching Assistants (TAs) to help faculty
- teach introductory courses in the Applied Linguistics Program.
- Assistantships begin Fall Quarter and typically last for one academic year.
- All graduate assistants must be admitted as a regular degree graduate student by the start of Fall Quarter.
- Graduate assistants are required to be enrolled full-time (9 credit hours), except during their final two quarters after receiving permission from the Graduate Office. See the Graduate Office website for details.
- The assistantships in the Applied Linguistics program are usually .3 time. They require 12-15 hours of work/week. If you are awarded an assistantship, you must be able to commit to 15 hours/week. Additional details about typical TA tasks are below.
- Assistantships include a tuition waiver and stipend. See the Office of Graduate Studies website for current information for GRA appointments.

Deadline for applications: February 1.

Application Information

Completed applications should be given in person to the department office or mailed to:
Department of Applied Linguistics
Portland State University
P.O. Box 751
Portland, OR 97207-0751

The application has the following parts. Use this checklist to make sure your application is complete.

- ___Application Form
- ___List of relevant coursework and languages studied
- ___Essay(s) of 1-2 pages explaining your interest and qualifications

A different essay is required for the Methods position and for the 390/392 positions. Your essay should address the qualifications listed below for each position you are applying for and explain your preparation for completing the typical tasks.

- ___Resume
- ___Two letters of recommendation (evaluation forms).

Letters should be sent or e-mailed by the evaluator directly to the Department of Applied Linguistics at the address above or e-mailed to linginfo@pdx.edu. List the evaluators on your application form.

Assistantship Positions

TESOL Methods Teaching Assistant (TA for Ling 4/577 and 4/578)

Typical tasks for Methods: keep record of grades & attendance, attend class & assist instructor, manage D2L site, assist students (e.g., answer questions about assignments), grade assignments based on established criteria, copy class materials, manage logistics of assignment (e.g., reserve rooms, assign students into groups), teach a component or a module once per term, and helps to connect students with tutoring, observing and practice teaching opportunities.

Qualifications for this position:

- *Has taken TESOL Methods I & II*
- *Works well with other teachers*
- *Good organizational skills*
- *D2L or related experience*

Introduction to Linguistics Teaching Assistant (TA for Ling 390)

Typical tasks: Lead weekly study sessions in which practice exercises are available and questions about the lecture are addressed, prepare activities for study sessions, hold weekly office hours for answering student questions, assist in the grading of homework and exams. Depending on the instructor, the TA may (if interested) also present a topic in class.

Qualifications for this position:

- Substantive coursework in linguistics and/or applied linguistics
- Ability/ experience explaining concepts and techniques in structural linguistics Ability to work well with small groups and individual students
- Strong communication skills
- Strong organizational skills, attention to detail, and reliability Ability to work independently and be a problem solver

Teaching Assistant for the Structure of English and Introduction to Linguistics (TA for 392 and 390). *This TA is the main assistant for 392 and provides extra support for 390. Depending on course enrollments, the proportion of time to each course will vary.*

Typical tasks for 392: Lead weekly study sessions to answer questions about the lecture and provide extra practice, prepare activities for study sessions, hold weekly office hours for answering student questions, assist in the grading of homework and exams. Depending on the instructor, the TA may (if interested) also present a topic in class.

For 390: coordinate with the 390 TA to complete the tasks above for that course. Most often, the TA for 392 helps grade homework and exams for 390.

Qualifications for this position (including those for the Ling 390 TAship):

- Completion of LING 392 or equivalent course with a high grade
- Ability/experience explaining descriptive English grammar (not theoretical syntax)
- Ability/ experience explaining concepts and techniques in structural linguistics
- Ability to work well with small groups and individual students
- Strong organizational skills, attention to detail, and reliability
- Strong oral communication skill.
- Ability to work independently and be a problem solver

Department of Applied Linguistics - Graduate Teaching Assistantship Application

Contact information and admission status

Name: _____ Address: _____

Phone number: _____ Student ID _____

Year Admitted (or applied) to the M.A. TESOL Program: _____

Positions for which you wish to apply

Check the position(s) you wish to apply for. You may check more than one.

_____ Ling 390: Introduction to Linguistics Teaching Assistant

_____ Ling 390 and Ling 392: Teaching Assistant for Introduction to Linguistics and Structure of English

_____ Ling 4/577, 4/578: TESOL Methods Teaching Assistant

Relevant Coursework and Language Background

Attach a sheet that addresses these questions:

What languages have you studied? What is your proficiency level?

Attach a table such as the following to this application. Include all courses that are relevant to the positions you are applying for.

Course Term Completed Location & Instructor Grade

390	Spring 2010	PSU - Lewis	A
392	Spring 2010	PSU - Rodriquez	A
577	Fall 2011	PSU - Barnum	A

Attach your essay

You may use one essay for the 390 position, the 390+392 position, or for both of those positions. Write a different essay for the Methods TA position.

Attach your current resume

Names and positions of evaluators who are sending letters to the department

1) _____

2) _____

Applicant Signature: _____

EVALUATION FORM FOR GRADUATE TEACHING ASSISTANTSHIP

NAME OF APPLICANT _____

POSITION (CIRCLE ALL THAT APPLY):

TEACHING INTRO TO STRUCTURE
METHODS LINGUISTICS OF ENGLISH

TO THE EVALUATOR:

The above student is applying for a graduate assistantship in the Department of Applied Linguistics at Portland State University. Your help in evaluating the applicant's potential will be appreciated.

I know the applicant: ___very well ___only slightly

The applicant was:___a student in (underline): a lecture class a seminar type class

_____a research assistant

_____a teaching assistant

_____other relationship (please specify)

I estimate the applicant's strengths and weaknesses as a teaching assistant to be the following:

Strengths	Weaknesses

In comparing this applicant's overall qualifications with other individuals of comparable experience, I would rate him/her in the (circle):

Top 10% Top 25% Top 50% Lower 50%

An additional statement regarding the applicant's abilities and attributes particularly relevant to work as a graduate teaching assistant will be appreciated. We are especially interested in the applicant's oral communication skills, ability to explain linguistic concepts to other students, reliability, organization, ability to work independent and be a problem solver, as well as the students' knowledge of the subject area if you are familiar with that.

NAME OF REFEREE _____ POSITION _____

ORGANIZATION _____ EMAIL ADDRESS _____

SIGNATURE/DATE _____