

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE  
DEPARTMENT OF ENGLISH LANGUAGE AND LITERATURE

**APPLICATION for GRADUATE ASSISTANTSHIP**

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**INSTRUCTIONS for SUBMITTING THIS FORM**

*Please print and retain these instructions pages for future reference.*

**All applicants** must fill out both pages of the application form and submit them to the Department of English. The forms may be filled out online, then printed and mailed. Please note that only classified graduate students in English may apply for a GA.

Please include a **cover letter** with your application, and ensure that your contact information is correct.

**STUDENTS ALREADY TAKING COURSES IN THE ENGLISH GRADUATE PROGRAM** must also submit the following:

- a "Teaching Statement of Purpose" (see next page)
- at least ONE new letter of recommendation (with accompanying waiver form); since letters that do not address teaching potential are of relatively little value and may compromise an application, students are **STRONGLY** encouraged to obtain **THREE** new letters of recommendation.
- transcripts of your graduate work since being admitted to the English Graduate Program. (Unofficial transcripts, such as printouts from CougarNet, are acceptable.)
- writing sample (optional; see next page)

All materials must be sent to the address below.

**STUDENTS APPLYING SIMULTANEOUSLY FOR A GA POSITION and TO THE ENGLISH GRADUATE PROGRAM** must also submit the following **in addition** to those materials submitted in application to the English graduate program:

- a "Teaching Statement of Purpose" (see next page)
- note: letters of recommendation that do not address teaching potential are of relatively little value and may compromise an application; new applicants should ensure that at least **TWO** of their letters – preferably all three – address this. Be sure to ask your recommenders to send two copies of their letters: one to the Dept (for your program application), and one to the address below (for your GA application).
- transcripts of your college coursework (in addition to those transcripts required by the Graduate School for a program application)
- writing sample (optional; see next page)

All materials in support of a GA application must be sent to the address below. (Please note that materials in support of an application to the English MA program are to be sent directly to the English Department, not to the address on the next page.)

*Transcripts* in support of an application to the SIUE Graduate Program must be addressed to "Graduate Admissions," not to the English Department or any of its officers/faculty. Transcripts in support of a Graduate Assistantship application should be sent to the address below. Misdirected transcripts may delay the processing of your application.

Applicants interested in a **student editing Graduate Assistantship** *must* contact the editor(s) of the journal in which they are interested, and must discuss this interest in the accompanying Statement of Purpose; ideally this will also be discussed in one or more of your letters of recommendation. Check the appropriate box(es) on the application form. Click the underlined phrase "journal editor" on the application page for editor information.

**NOTE: applicants are responsible for the timely receipt of supporting materials. Check with the Director of Graduate Studies well before the deadline to confirm that *all* materials in support of your application have arrived.**

**DEADLINE:** applications received by February 21 (for the following academic year) are given priority consideration; applications may be accepted until all positions are filled or until May 20, whichever occurs first. Decisions will normally be made beginning in March or April.

**All GA application materials should be submitted to the following address:**

GA Application  
Director of Graduate Studies  
Department of English  
Southern Illinois University  
Edwardsville, IL 62026-1431

## **TEACHING STATEMENT OF PURPOSE**

The Teaching Statement of Purpose is perhaps the single most important part of your GA application. The statement should be carefully considered, and should be revised over multiple drafts, preferably in consultation with a faculty member.

These statements must be at least 1-1/2 to 2 pages in length. It is imperative that they discuss your interest, desire, and/or ability to teach English composition at SIUE. You should discuss or reflect upon past English classes you've taken, your own emerging teaching philosophy, your ideas about what makes for good composition teaching, what skills and practices are important in the classroom, the role and function of writing assessment in the classroom, or any other important aspect of teaching or experience that you think might help demonstrate your potential as a future teacher at SIUE.

Note: students applying for an editing GA who **do not** wish to be considered for a teaching GA do not need to submit a Teaching Statement of Purpose. They must, however, submit a comparable Statement of Purpose that addresses their interest in editing. Students applying for an editing GA who also **do wish** to be considered for a teaching GA must submit a statement of purpose that addresses both interests, and it is strongly recommended that such a statement exceed the above-mentioned minimum page length. Reminder: students interested in an editing GA **MUST** discuss their interest with one of the journal editors prior to applying.

## **WRITING SAMPLE**

The writing sample is optional for the GA application, though it may be very helpful in assessing an applicant's command of those writing skills she or he is expected to teach. Samples must be between 5 and 12 pages, and must be scholarly, argumentative, and/or expository prose.



The Graduate School
GRADUATE ASSISTANT
APPLICATION

Personal Information

Last name: First name: Middle initial:
Student ID number: Eligible to Work in the US: (yes) (no)
Mailing address:
City State: zip:
Email address: phone:

Applicant Data

Hiring unit to which you are applying: ENGLISH
Graduate assistantship bulletin number:
Degree program: Grade point average:

Refer to the specific Graduate Assistantship Bulletin
for additional application instructions and requirements.

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Optional Data

This information is solely for statistical reporting requirements only and shall not be considered in regard to your application for this position.
(Check one)

GENDER:
[ ] Male
[ ] Female
ETHNICITY:
[ ] African-American
[ ] American Indian/Native Alaskan
[ ] Asian/Pacific Islander/Indian Subcontinent
[ ] Caucasian
[ ] Hispanic
[ ] Other

COUNTRY OF CITIZENSHIP (if other than United States):

Southern Illinois University Edwardsville is an equal opportunity employer and does not discriminate against any person on the basis of race, age, sex, religion, national origin, disability, marital status, sexual orientation, or veteran status in violation of Title VII. All interested persons are encouraged to apply.

I certify that the above information is correct.

Signature of applicant: Date:

Department of English  
**Graduate Assistantship Application**

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- 1) Fill in this form completely, using the Tab key or mousepointer to move between fields.  
2) To submit the form, print it (use the Acrobat Reader toolbar print icon) and mail it to the address on the instructions page.

Date:

**Name:**

*Last, First, MI*

**Student ID Number:**

Check here if you have already been admitted to the English Graduate Program and wish to use one or two of the letters of recommendation already in your file. Please specify:

Check here if you wish to apply for an **editing** GA position. Only those applicants who have met with a journal editor prior to the application deadline will be considered.

If you checked the editing GA box, check here if you do **NOT** wish to be considered for a teaching GA position as a second choice.

**M. A. Specialization:**

**Current Address:**

*Street, City, State, Zip*

**Phone:**

**E-mail:**

**Term for which you are applying:** FALL  
*Term Year*

**Present Occupation:**

**How Long:**

**Undergraduate Schools attended:**  
*Institution/Location*

*Dates*

*Degree(s)*

**Honors and Awards received (if any):**

**Graduate Schools attended (if any):**  
*Institution/Location*

*Dates*

*Degree(s)*