

SPC Graduate Teaching Assistantship Information

Teaching Assistantship Duties:

Teaching assistants teach *two sections* of the Basic Course, either SPC 103 (Interpersonal Communication) or SPC 105 (Public Speaking), as assigned by the Basic Course Director. (In most cases, it will be Interpersonal Communication.)

Teaching assistants in the Speech Communication Department have autonomous responsibilities (under supervision of the Basic Course Director) for structuring and teaching their courses. Teaching assistants design their syllabus, create their own lectures, activities, exams, as well as all grading and administrative duties related to the course. Teaching assistants receive training and mentoring to help them succeed in all aspects of teaching at the college level.

Teaching Assistant Requirements:

- Enroll in, and successfully complete, SPC 461 (for graduate credit) during Fall 2003; It meets Tu/Th 3:30-4:45pm
- Attend and successfully complete TA training sessions held in May/June/Aug
- Attend the Graduate School orientation in August
- Attend a section of 103/105 taught by a full-time faculty member in Fall 2003

About the Courses:

Interpersonal communication is designed to teach students the importance of communication in their everyday lives and relationships and to provide them with interpersonal communication skills that may enhance their relationships. This course covers topics such as: self-concept, perception, verbal and nonverbal communication, messages, relationship development deterioration, conflict, family, and friends, among many other topics.

Public Speaking is designed to teach students how to be more effective public speakers. Topics include researching topics, audience analysis, organizing and outlining ideas, as well as effective delivery techniques for informative and persuasive speaking situations.

Applying for a Teaching Assistantship:

- In order to apply for the teaching assistantship, you must have applied for admission to the SIUE Graduate School AND the Speech Communication Master's Program. If you have not done this already, you will need to do so now. (Go to www.siue.edu/GRADUATE). You must be accepted into the Graduate School *and* the Speech Communication Program in order to be considered for this position.
- Complete the "**Teaching Assistant Application Form**" and submit it to the Graduate Program Director no later than March 17th at noon. The SPC secretary and the SPC Graduate Program Director have copies of this form
- Current TAs may reapply for a teaching assistantship, although they are not guaranteed a position. They need to complete the "**TA Application Form for Current TAs.**"

Graduate Teaching Assistant Application

Speech Communication, SIUE

DUE: _____ to SPC Dept/Graduate Program Director

Please complete the following data (printed legibly or typed).

*You need to have applied to (or been accepted to) the SIUE Graduate School and the Speech Communication Program in order to apply for this assistantship.

Name: _____

Date: _____

Address: _____

Soc Sec #: _____

Birthdate: _____

Telephone Numbers (where it is best to reach you): _____

Email Address: _____

Undergraduate Schools attended

<*Please attach a transcript (an unofficial copy is fine) to this application>

College/University	Location	Degree	Major/Minor
_____	_____	_____	_____
_____	_____	_____	_____

Graduate Schools attended (if applicable) (*Please attach transcript-unofficial is fine>

College/University	Location	Degree	Major/Minor
_____	_____	_____	_____

Professional Experience (if applicable)

Job Position	Employer	Location	Dates
_____	_____	_____	_____

Professional and/or Academic References (please have 3 people write letters of recommendation who can speak to your ability/aptitude for teaching. Have them send their letter to: Graduate Program Director; Speech Communication Dept, Campus Box 1772; Edwardsville, IL 62026-1772).

Please identify the 3 people who are sending their references:

Name	Position/Title	Phone #
_____	_____	_____
_____	_____	_____

Please type your answers to the following questions on a separate page (or more) and attach them to this TA application cover page.

1. Why do you want to be a TA? How will being a TA support your long-term goals?
2. Briefly describe your professional and/or academic experiences that have helped prepare you to teach a course such as Interpersonal Communication or Public Speaking. (Please provide any evidence you think is relevant).
3. Tell us what kinds of skills/qualities you have that would make you a good teacher.
4. Discuss which classes you have taken as an undergraduate or graduate student that relate to interpersonal communication and public speaking (and your grade in each of those classes). In addition, highlight the courses on your attached transcript. (Note: the transcript can be an unofficial or "student" version of your transcript).

SPC Returning Teaching Assistantship Information

Teaching Assistantship Duties:

Teaching assistants teach *two sections* of the Basic Course, either SPC 103 (Interpersonal Communication) or SPC 105 (Public Speaking), as assigned by the Basic Course Director. (In most cases, it will be Interpersonal Communication.) We cannot promise that you will teach the courses of your preference, but the Basic Course Director will consider your preference for which courses you teach.

Teaching Assistant Requirements:

- Enroll in, and successfully complete, SPC 461 (for graduate credit)

Applying for a Teaching Assistantship:

- Complete the "**Returning Teaching Assistant Application Form**" and submit it to the Graduate Program Director no later than March 17th at noon. The SPC secretary and the SPC Graduate Program Director have copies of this form

Returning TA Application

Speech Communication, SIUE

DUE: _____ to SPC Dept/Graduate Program Director

Please complete the following data (printed legibly or typed).

Name: _____ Date: _____
Address: _____ Soc Sec #: _____
_____ Birthdate: _____
Telephone Numbers (where it is best to reach you): _____

Email Address: _____

Returning Teaching Assistantship Duties:

Teaching assistants teach *two sections* of the Basic Course, either SPC 103 or SPC 105, as assigned by the Basic Course Director. We cannot promise that you will teach the courses of your preference, but the Basic Course Director will consider your preference when assigning courses.

Returning Teaching Assistant Requirements:

- Enroll in, and successfully complete, SPC 461 (for graduate credit) during Fall 2003; It meets Tu/Th 3:30-4:45pm (if already taken, then do not enroll :)
- Attend all TA training and meetings (as called for by the Basic Course Director)

Applying for a Teaching Assistantship:

- Complete the "**Returning Teaching Assistant Application Form**" and submit it to the Graduate Program Director no later than March 17th at noon. The SPC secretary and the SPC Graduate Program Director have copies of this form

Please type your answers to the following questions on a separate page (or more) and attach them to this TA application cover page.

1. Why do you want to teach another year?
2. From your Student Evaluations of the Course:
 - (a) Provide a one-page summary of the statistics from the student evaluations for all the courses that you have taught. (i.e., what was the mean for each item; break it down by class)
 - (b) Provide a summary of the written comments:
 - what did the students see as your strong points?
 - what did the students see as your weak points?
Discuss whether or not you agree or disagree with them.
If you agree with their comments on your weaknesses, what will you do differently in order to become a better teacher?
3. As a returning TA, we expect that you will take on additional responsibilities by helping the new TAs (i.e., be a resource for them). In what other ways do you see yourself contributing to the department and the basic course?