

English Graduate Assistantship

ELIGIBILITY

If not yet enrolled in the M.A. program in English:

- An undergraduate degree in English or the humanities (before the assistantship would begin)
- A completed application to the M.A. program in English
- An excellent academic record

If currently enrolled in the M.A. program in English

- No more than 20 hours of graduate credit in English (at the time the assistantship would begin)
- An excellent academic record

JOB DESCRIPTION

The Graduate Assistant (G.A.) is a candidate for an advanced degree in English, dividing his or her time between eight credits for course work and fifteen to twenty hours a week of supervised preprofessional activity. G.A.s are assigned each semester to a different faculty member; duties may include any activities relevant to the teaching and scholarship of the supervising professor and to the Graduate Assistant's own growth in these areas.

The English department offers several kinds of Graduate Assistantships; the most common are Teaching Assistantships (T.A.). T.A. responsibilities could include:

- Tutoring
- Grading essays and/or exams
- Leading discussions
- Delivering occasional lectures

The department may occasionally appoints Research Assistants (R.A.s), as faculty needs dictate.

All G.A. appointments will involve approximately 15-20 hours of work each week during the semester.

TERMS AND COMPENSATION

Graduate Assistants must be enrolled in eight hours of graduate credit each Fall and Winter semester while holding the assistantship. They are expected to complete the M.A. degree in two years.

The assistantship normally is awarded on a semester by semester basis and is renewable. It includes tuition remission and a small stipend (typically around \$3,000, though funding levels vary slightly from year to year). Graduate Assistants will be reviewed each semester to determine if their appointments will be renewed.

Assistants may accept additional employment with the permission of the Graduate Coordinator and Graduate Study Office.

APPLICATION AND SELECTION PROCESS

G.A. applications must be completed online through Handshake. (To use Handshake, follow the link from the Career Services webpage: <https://www.oakland.edu/careerservices/>, then search for “English” to find the appropriate listing.) Letters of recommendation may be sent directly to the Chair of the Graduate Program Committee, either in hard copy or by email.

A complete application will include:

- Letter of application (see below for details).
- Undergraduate transcripts if the student is an undergraduate, or graduate transcripts if the student is already enrolled in the M.A. program. Unofficial transcripts are acceptable.
- Two letters of recommendation from faculty members.

The deadline for application is April 15.

Applications will be reviewed by the members of the graduate committee, and finalists will be interviewed. Any student in financial difficulty may apply for help through the University's Office of Financial Aid, but Graduate Assistantships are awarded on the basis of competence and potential.

Letter of Application

We ask for a letter of application which will give us a full and personal sense of who you are. Such a letter might ideally address itself to questions like these:

- 1) What ideas, writers, and approaches to language and literature have interested and involved you most fully in your undergraduate work?
- 2) What experience have you had in teaching or related activities? Describe and evaluate it.
- 3) What are your expectations as a graduate student and teaching assistant? What would you like to learn and do?
- 4) What are your professional goals, and how would serving as a teaching assistant relate to or support those goals?

Our questions are meant to be suggestive, not prescriptive, and your own concerns and commitments will provide the most appropriate focus for your letter of application.

FURTHER INFORMATION

Further questions about Graduate Assistantships should be directed to:

Joanne Lipson Freed
Chair, Graduate Program Committee
freed@oakland.edu