Graduate Teaching Assistantship Duties
Department of English
Winona State University

Availability: Fall 2011 – Spring 2012

Status: Filled

Contact Info: Name: Ruth Forsythe
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Required Application Documents: Cover Letter (stating experiences related to job expectations and personal benefit), resume, and 3 professional references (contact information - phone and email information)

Position Description:

Under the overall supervision of the Director of Graduate Studies in English and the Graduate Studies Committee, and under the direct supervision of the Director of the Writing Center and the Composition Committee, graduate teaching assistants in the English Department will tutor in the Writing Center and teach and/or assist in courses: each graduate teaching assistant will work 20 hours per week (teaching courses, tutoring and other Writing Center duties, participating in training sessions, assisting in courses, and performing other related duties).

TAs normally teach a section of English 111 or an ESL course in the second semester of their first-year appointment, after they have completed English 611 (Teaching Writing: Theory and Practice) or English 581 (TESL Theory and Methods) and a semester of one-on-one tutoring experience in the Writing Center. Teaching assistants develop a course syllabus in English 611 or English 581 and present it to the Composition Committee and others for review before they teach the course. Their actual teaching is mentored, observed and evaluated by both the Composition Committee and the Director of Graduate Studies. Teaching assistants appointed for a second year normally teach one course and tutor in the Writing Center during each semester of that second year; some teaching assistants may assist in designated sections of university studies courses in their second appointment year (after completing English 613, Teaching Literature: Theory and Practice or other relevant course), depending on the department’s needs and the TA’s qualifications.

Revised 4/16/07