

**TEACHING ASSISTANT APPLICATION**  
**FALL SEMESTER 2017/SPRING SEMESTER 2018**

**English Language Center**  
Michigan State University  
619 Red Cedar Road  
B 230 Wells Hall  
East Lansing, MI 48824-1027  
elc@msu.edu

**DUE FEBRUARY 1, 2017**

**Name** \_\_\_\_\_

I have taught \_\_\_\_ semesters as a Teaching Assistant at the ELC (excluding summers).

I am interested in:

- FALL 2017 ONLY
- SPRING 2018 ONLY
- BOTH FALL 2017 / SPRING 2018

NOTE: There is no guarantee of summer employment. Teaching Assistants desiring summer teaching employment can speak to the Associate Director of the ELC in charge of filling summer teaching positions. In most cases, summer teaching positions are considered Semester Hire (fixed term, part time) positions rather than Teaching Assistant positions.

**Qualifications:**

**Preference will be given to applicants who meet the following criteria:**

- enrollment in the MA TESOL program or the SLS PH.D. program
- classroom language teaching experience
- strong academic record
- native English proficiency OR native-like proficiency as determined by the criteria below

**All students whose native language is not English must have:**

- TOEFL score of 640 or above (paper test), 273 or above (computer-based test), or 111 or above (iBT) with a speaking subscore of 27 or higher. No score may be older than 2 years old.
- An IELTS band score of 8 with a speaking subscore of 8 or higher will be considered in lieu of a TOEFL score. No score may be older than 2 years old.
- SPEAK/TSE test score of 60. No score may be older than 2 years old.
- personal or telephone interview (to be arranged if applicant meets other criteria)

**Conditions of Employment**

A 1/2 time teaching assistantship entails 20 hours of work per week (generally 8-10 contact teaching hours).

In addition to the contact hours, TAs are required to:

1. enroll in LLT 822, LLT 895, and either LLT 807 or LLT 860 during the first semester of their appointment at the ELC (Fall semester only). If you have questions regarding course selection and sequence, please consult with MA TESOL Chair Dr. Hardison. (Note: These course requirements apply to MA TESOL students only. However, SLS students may be required to take one or more of the courses listed above.)
2. be available for service to the ELC from the beginning date of the appointment through the end date of the appointment
3. participate in weekly skills coordination meetings (covering matters such as lesson planning, assessment, curricular goals, scope and sequence, etc.)
4. attend and participate in teaching section meetings
5. attend ELC workshops and other workshops selected by the ELC
6. attend scheduled staff meetings
7. participate in orientations at various times as required by the ELC
8. fulfill pre-semester, mid-semester, and end of semester testing/evaluation responsibilities
9. maintain a GPA of 3.25 or higher to be eligible to reapply for a second year as a TA

Please Note: Appointments are limited to 2 years (4 semesters) for MA students and 4 years (8 semesters) for Ph.D. students. Summers are excluded in these calculations.

**Procedure**

1. Submit this application and current curriculum vitae to **David Krise, ELC TA Search Committee Chair**, at the address above. If you prefer, you can send digital copies of your application, CV, and supporting documents to David Krise at [krisedav@msu.edu](mailto:krisedav@msu.edu).
2. For those not currently teaching as a Teaching Assistant at the ELC, please submit two to three letters of recommendation regarding your teaching or related work experience. These may be sent directly to the ELC from the recommender; either mail them to David Krise at the ELC address or submit them digitally to David Krise at [krisedav@msu.edu](mailto:krisedav@msu.edu).
3. For those applying for reappointment as a Teaching Assistant:
  - You need to update your application and curriculum vitae to reflect your recent teaching experience.
  - If you have submitted letters with past applications, you need to supply at least one new letter to reflect your recent ELC teaching experience.
  - In exceptional circumstances, a Teaching Assistant may be offered an appointment without going through the usual application and/or interview process. If you did not submit any materials as part of your previous appointment, you need to provide two to three letters regarding your teaching or related work experience, with at least one of those letters reflecting your recent ELC teaching experience.
4. For international students, please include copies of your relevant test scores.

Name: \_\_\_\_\_

Current address:

Street: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP: \_\_\_\_\_

Country: \_\_\_\_\_

Current telephone number: \_\_\_\_\_

Other phone number where you can be reached before school begins: \_\_\_\_\_

Current e-mail address: \_\_\_\_\_

MSU academic degree program for which you are applying or in which you are currently a student:

MA TESOL

SLS

Other \_\_\_\_\_

**Education background:**

- Academic qualifications (degrees and granting universities)
- Other professional qualification (e.g., certificate)
- Other relevant course work

**Teaching experience:**

List all of your teaching positions and include the following information about each one: location, time period, full or part-time, level of students, course taught, class size, age group, responsibilities (e.g., lesson planning, textbook selection, curriculum development)

**List any related experience in addition to teaching (e.g., testing, teacher training, curriculum design)**

**What do you think you can contribute to the ELC?**

**What do you hope to learn from teaching at the ELC?**