

Graduate Assistantships
Department of English
Texas State University-San Marcos

The Department of English awards two types of assistantships. Current graduate students and applicants for graduate study are eligible to apply for appointments as **Instructional Assistants** (IAs). Those who have already completed 18 graduate hours in English and who have sufficient teaching experience may be considered for appointments as **Teaching Assistants** (TAs). In order to be considered for an appointment, applicants must have at least 9 required credit hours remaining to complete in their degree plan during the year in which they will hold an appointment. Note, however, that holding an appointment normally requires a student to carry 9 hours each semester during the final year. No exceptions to these requirements will be granted.

Instructional Assistants. Duties of IAs vary, but most assist in large literature courses taught by lead teachers; IAs attend lectures, operate media equipment, grade papers, and, in some cases, conduct review sessions. At midterm and at the end of the semester, lead teachers submit evaluations of IAs to the Director of Lower-Division Studies. During their initial semester in the program, IAs must take English 5372 (Practicum in English Studies), a three-credit course for instructional assistants in English. Enrollment in this course will be at no cost to the IA. IAs are also required to attend a one-day training workshop in August a few days prior to the beginning of the Fall semester. Instructional assistantships are granted for one year only; IAs who wish to become TAs must complete the 18 requisite hours in English. IAs earn \$10,152 per academic year (2007-2008), paid in 9 monthly installments beginning the first working day of October.

Teaching Assistants. TAs teach their own sections of first-year English under the supervision of the Director of Lower-Division Studies. TAs are required to attend one-day training workshops in August and January a few days prior to the beginning of the semester, as well as regularly scheduled workshops during their first semester as TAs at Texas State. TAs who have not formerly been IAs in the Department of English will receive three hours of credit for English 5382 (Practicum in Composition) for these workshops. Enrollment in this course will be at no cost to the TA. First-year TAs earn \$12,213 per academic year (2007-2008), paid in 9 monthly installments beginning the first working day of October.

Benefits. IAs and TAs are eligible for in-state tuition rates.

Length of Appointments. IAs and TAs are hired during the spring and begin their duties in August. Appointments are renewable, depending on favorable evaluation, but may not exceed a total of 2 years for MA students or 3 years for MFA students. Any exception to these limits will be specified in the initial letter of appointment. Shorter limits will apply to candidates who have completed some degree requirements prior to appointment.

Course Load. As a condition of continuing employment, graduate assistants must take at least 6 credit hours of course work in each long semester (Fall and Spring); and at least 18 credit hours of course work each academic year, including summer school; they may take no more than 10 hours each long semester. In the final year of their program, graduate assistants must have at least 9 required credit hours remaining to complete in their degree plan and will normally take at least 9 hours each long semester, including thesis hours. No exceptions to these requirements will be granted.

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Conversion from IA to TA Status. Those initially hired as IAs may be offered subsequent appointments as TAs. This change of status, however, depends on the student's qualifications (including completion of at least 18 graduate hours in English), the number of available TA positions, and the needs of the Department. The change is not automatic.

Outside Employment. A graduate assistantship is considered full-time work. IAs and TAs should not ordinarily accept additional employment. In this respect, they are subject to the same Regents' Rules that apply to all faculty. These rules state that "faculty should be discouraged from accepting regular employment outside the component University. . . . Any outside employment must be approved in advance by the Chair of the Department."

Application Procedures. If you need an application form or further information, contact Ms. Karen Bryson, Department of English, Texas State University-San Marcos, 601 University Drive, San Marcos, TX 78666, (512) 245-2163, kbryson@txstate.edu. Or you may contact the appropriate graduate director: Professor Tom Grimes, MFA program (512) 245-7681, mfinearts@txstate.edu; Professor Paul Cohen, MA in Literature program (512) 245-7685, malit@txstate.edu; Professor Libby Allison, MA in Technical Communication program (512) 245-3733, matc@txstate.edu; or Professor Rebecca Jackson, MA in Rhetoric and Composition program (512) 245-7657, rj10@txstate.edu. The postmark deadline for completed applications, including all supporting material, is January 15.

IA/TA Policy Rev. 10/07