ENGLISH DEPARTMENT
Graduate Assistantship Applications & Extension Requests
for the 2016-17 Academic Year
DEADLINE: February 15, 2016

Below are instances where current graduate students may want to apply for teaching/research graduate assistantship support for the 2016-17 academic year (Fall 2016-Spring 2017). Students who have a graduate assistantship with the English Department and have remaining semesters of eligibility according to their current Letter of Intent contract ending May 15, 2016, do not need to reapply in order to continue with assistantship support.

Applications for new assistantships from both current and incoming students will be read simultaneously by the Graduate Assistantship Selection Committee with final decisions pending confirmation of funding availability. The first new in-house appointments will probably not be made until some time in April. Similarly, requests for program reassignment and assistantship extensions will probably not be acted on until some time in April.

All application letters and letters of support must be submitted to the Graduate Program Staff Assistant electronically via email to englgrad@iastate.edu by the deadline.

- If you do not currently have a teaching assistantship appointment in the English Department:
  - If you currently hold a graduate assistantship in another department/unit on campus (this does not include those who have remaining eligibility with the English Department but have been released to work for other units on a semester by semester basis):
    - If you resigned from your teaching assistantship appointment in the English Department and must reapply:
      - Read the section on assistantships in the English Department Graduate Program of Study Manual (http://www.engl.iastate.edu/graduate-students/resources-for-current-students-faculty); this information will answer a number of questions regarding your eligibility and place your needs and intentions in a larger context.
      - Write a letter to the Director of Graduate Education (DOGE) requesting that you be considered for a teaching assistantship. Specify whether you prefer an appointment in the ISUComm Foundations Courses program, the Speech Communication program, or in the ESL program. Make clear the relationship between the assistantship and your degree program—in particular the number of hours in the graduate major you will have completed by the end of Spring 2016. Clearly indicate any relevant experience or qualifications that would not already have been documented in your original application for graduate study and/or an assistantship.
      - Ask two (2) English Department faculty members to submit statements regarding your academic work and qualifications for a teaching assistantship (electronically to englgrad@iastate.edu).

- If you currently have a teaching assistantship appointment in the English Department in the ISUComm Foundation Courses program, the ESL program, or the Speech Communication program and you wish to be reassigned to teach in one of the other programs:
  - Write a letter to the Director of Graduate Education (DOGE) requesting reassignment. State your reason(s) for requesting the change and your qualifications to teach in the other program.
  - Ask one (1) English Department faculty member to submit an assessment of your suitability for the different assignment (electronically to englgrad@iastate.edu).

- If you are a teaching/research assistant with no remaining semesters of eligibility at the end of Spring 2016 and you wish to apply for a graduate assistantship eligibility extension (PhD students can only receive one additional 6th year of support; reappointment is not guaranteed):
  - Write a letter to the Director of Graduate Education (DOGE) requesting the assistantship extension stating your reason(s) for needing additional eligibility. Clearly indicate which semester(s) you are requesting support for, what program coursework and exam requirements have been completed so far, and when you plan to graduate.
  - Ask your major professor to submit a letter of support for the extension (electronically to englgrad@iastate.edu).