

Department of Communication Studies Teaching Associate Application

Teaching Associates are eligible to teach COMS 4, Introduction to Public Speaking and COMS 5, The Communication Experience which meet the A1 GE oral communication requirement. This document includes the eligibility requirements, a description of the Teaching Associate position, and application materials (e.g., for the department, college and university).

Teaching Associate Eligibility:

1. Must be a graduate student with **classified status** in the Communication Studies Department. (New students can apply during the application process for the MA program.)
2. Must be making acceptable progress toward the master's degree. Acceptable progress is normally defined as **enrollment in at least 6 units** (per semester) of approved graduate level coursework or supervised activity (e.g., Culminating Experience), and no outstanding Incomplete courses.
3. Must be in **good standing**, without ethics violations or on administrative probation.
4. **Minimum 3.50 GPA required.**
5. Preference will be given to applicants who have worked in the Communication Studies Graduate Assistant program or have equivalent preparation or experience in teaching. (For GAs, the Graduate Committee will pay particular attention to teaching evaluations and the recommendation of the course supervisor.)

Current graduate students: Please submit applications to the Graduate Resources Canvas page by the respective deadline for Fall or Spring applications, typically mid-October or mid-February.

Incoming graduate students: Please email your application to Alexis Garcia at alexisgarcia@csus.edu

Returning TAs: If you are currently a TA, you only need to submit Part 1 of the General Application, the University GA/TA application, and College of Arts & Letters paperwork as directed by our administrative staff. You may be asked to re-interview but will not have to give a 10-minute presentation.

Applications will be examined by a subcommittee of the Graduate Committee. If selected, we will contact you to interview. Prior to the interview, prepare a 10-minute presentation on a topic of your choosing related to public speaking or communication that you will present before the committee. Interviews will take place on campus or via Zoom. During the interview, be prepared to discuss your teaching philosophy as well as how you would assess the learning associated with your presentation (such as objective measures like a test or quiz, or via other assignments like an essay, etc.). Based on the interviews, a recommended ranked list of TA candidates will be presented to the Graduate Committee for approval and then to the department chair, who will author letters of appointment.

Teaching Associates are required to attend orientation and training meetings prior to entering the classroom and develop teaching materials by the appropriate deadlines. TAs will receive material, information, and instruction for completing preparation for their classes, including templates. TAs are required to attend regular meetings during each semester for the purposes of coordinating course content, sharing ideas with colleagues, developing new teaching ideas and instructional practices, reviewing course content, assignments, methods, and policies.

Communication Studies 4 and 5 Teaching Associate Responsibilities

According to University policy: “Teaching Associates are typically responsible for providing classroom instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, tutoring students and determining course grades.”

Communication Studies Department definition of TA Responsibilities:

1. Teach one or two sections of ComS 4 or ComS 5, and may have other duties assigned (a total time commitment not to exceed 16 hours per week).¹
2. In consultation² with the course coordinator, follow common course learning outcomes, develop relevant course policies and materials; create tentative course calendar; publish syllabus.
3. Develop assignments designed to assess students’ accomplishment of course goals based upon shared templates/materials provided by the TA Coordinator by dates assigned.
4. Hold regular office hours (minimum of 45 minutes per section).
5. Provide constructive, detailed and prompt feedback to students.
6. Recording keeping—Attendance, Speech Grades, Quiz Grades, etc.
7. As instructor of record, submit final grades, by the deadlines set by the university.
8. Attend supervisory meetings for both the specific course TAs and joint meetings of ComS 4 and 5 TAs and supervisors.
9. Notify coordinator of illness or personal issues that necessitate or will potentially necessitate absences.
10. Model communication practices that reinforce course materials and class sessions.
11. Be observed and evaluated on teaching by the Course Coordinator or member of the faculty.
12. Regular and prompt response to email, voicemail, and all other forms of communication with students as well as the course coordinator.

Course Descriptions:

ComS 4—Introduction to Public Speaking: Theory and technique of public speaking. Emphasis on organizing, supporting, and clearly stating ideas. Practice in informative and persuasive speaking.

ComS 5—Communication Experience: Basic skills and introductory concepts necessary for effective communication in a variety of settings. Special emphasis on practical experiences within groups, facilitation of interpersonal relationships, and methods of conflict resolution.

¹ This one semester award typically will be renewed for a second semester by action of the Graduate Committee (the Committee’s decision to renew is based on the evidence of teaching effectiveness, the recommendation of the course supervisor, and the academic status of the candidate).

² Applicants with less teaching experience will have more structured support for developing course materials and closer teaching supervision

TEACHING ASSOCIATE APPLICATION, PART I

(Required for all applicants, new and returning)

Name: _____ Student ID # _____

Personal Phone #: _____ Work Phone # _____

Email Address: _____

GPA: Undergraduate: _____ Communication Studies MA program (Cumulative): _____

Number of units completed toward the MA: _____ Expected date of graduation: _____

List names and contact information for *at least two* references regarding your teaching/presentation skills.
(*Not required of TAs reapplying*)

Name	Contact information

Rank order preferences for course assignment: (1 = 1st choice; 2 = 2nd choice)

_____ **ComS 4 Public Speaking**

_____ **ComS 5 The Communication Experience**

Returning TAs:

Please list average ratings from student evaluations below and attach evaluation reports with your application.

Semester/Year	Course #	Global Index Avg	Semester/Year	Course #	Global Index Avg

TEACHING ASSOCIATE APPLICATION PART II

(Required for all new applicants)

1. Identify courses you have taken, by number and title, that you feel have prepared you to teach ComS 4 or 5.

Courses taken:		Explain how each course prepares you to teach ComS 4
ComS 4		
Courses taken:		Explain how each course prepares you to teach ComS 5
ComS 5		

2. Please describe any prior teaching experience:

3. Identify other related experiences (e.g., employment, corporate training, forensics, public speaking, etc.) that would help you with being a Teaching Associate:

4. Please briefly describe why you want to participate in the Teaching Associate program.

5. Please briefly describe what personal qualities would make you an effective Teaching Associate (e.g., public speaking ability, organizational skills, etc.).

6. Attach a current curriculum vita or resume.

Submit this application (Parts I and II for new applicants only), the completed University GA/TA Application (for new and returning applicants), and the Arts & Letters Application (highlighted portions and signatures only) by the current semester's deadline.

California State University, Sacramento

Graduate Assistant (GA) / Teaching Associate (TA) Application

Submit completed and verified application by EMAIL directly to the hiring department or program unit

Semester: Spring Summer Fall Winter Year: _____
 Department / Program Center: _____ Graduate Assistant Teaching Associate
One Application per Position

Last Name: _____ First Name: _____ MI _____

Student ID #: _____ Birthday: _____ / _____ / XXXX
Month Day Year

Telephone: _____ Sac State Email: _____

Graduate Doctorate → Program: _____

Substitute Teaching Associate Pool (TA Only) - Check if you want to be considered for the on-going, **as needed**, substitute TA assignment pool.

Have you worked as a TA / GA before? No Yes → Dept: _____ Yr: _____

Are you an international student? No Yes → F-1 and J-1 students are eligible to work on-campus while attending classes.

Will you be working as an **Student Asst, Instructional Student Asst, Graduate Asst or Teaching Associate** in any other department?

No Yes → Department / Hours Working: _____
Students may not work more than 20 hours a week (Fall & Spring only)

Will you be working as a **Temporary Faculty or Staff Employee** in any other department?

No Yes → Academic Student Employees **MAY NOT** be concurrently hired as faculty or staff member.

Do you have prior experience? Attach a separate sheet describing your qualifications for the position **OR** resume/CV.

Enter the names and contact information for two references. At least one must be by a university faculty member.

Name	Title/Department	Institution	Telephone

The information submitted in this application is true and correct to the best of my knowledge.

← Click here to verify Date: _____

Hiring Department / Program Unit Only

Graduate OVERALL GPA: _____ Units Enrolled: _____ Continuous Enrollment Documents Submitted

Is the applicant an international student? No Yes → Only F-1 and J-1 students are eligible to work on-campus while attending classes.

We recommend this graduate student for employment during the semester indicated above as a:

Teaching Associate for _____ hours per week (course info):

Course Subject	Number	Section(s)	Units

 TBA

Graduate Assistant for _____ hours per week (Fall & Spring Semesters: Max. 20 hrs per week)

ONLY graduate or doctoral students are eligible to work as **Graduate Assistants (GA)** or **Teaching Associates (TA)**

Posting Position Number _____

Will the student be receiving a GA / TA Dean's fee waiver? No Yes

In compliance with the criteria and terms of the Sacramento State Graduate Assistant / Teaching Associate Dean's fee Waiver Program, the academic unit cited is permitted to recommend this Graduate Assistant for a waiver of the State University fees and / or the non-California resident tuition (not valid unless signed below). **Waivers are funded by the hiring department / program.**

GA/ TA reports to (staff / faculty): _____ **Ext:** _____

Chair / Unit Administrator: I verify that the student meets the following requirements (check off boxes):

- Graduate Student is enrolled in 4-12 units OR Continuous Enrollment paperwork submitted.
- Overall GPA 3.0 + (2.5 for newly admitted students)

Our department / program acknowledges the following (check boxes):

- Students are NOT approved to start working until they have signed and returned their offer letter to Student HR.

We are recommending this student for employment as a Graduate Assistant or Teaching Associate for the semester indicated above.

Chair / Unit Administrator (PRINT) Dept. Ext. Signature

SECTION 1 Student Information: Student to Complete		Today's Date:
1. Student ID:	2. First Name:	3. Last Name:
4. Student Saclink Email:	5. Primary Phone:	6. Met Academic Requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No-Letter Attached
7. Academic Major:	8. Residency: <input type="checkbox"/> Domestic <input type="checkbox"/> International	9. Student Employee Status: <input type="checkbox"/> New <input type="checkbox"/> Returning
SECTION 2 CSU Job Information: Hiring Manager to Complete		2. Job Action/Reason: New Requests <input type="checkbox"/> (New) Hire/Appointment <input type="checkbox"/> (New) Hire with Concurrent Appointment <input type="checkbox"/> Rehire Revisions: (Change/Update) <input type="checkbox"/> Pay Rate / Student Information <input type="checkbox"/> Termination / End of Employment <input type="checkbox"/> FWS to SA
1. CMS Position #:	4. Department ID #:	
3. Student Job Classification: <input type="checkbox"/> ISA 1150 <input type="checkbox"/> GA 2355 <input type="checkbox"/> TA 2354 <input type="checkbox"/> SA(SEPTF)	6. College Dean: Christina Bellon	
5. Department Name:	8. Appointment End Date:	
7. Effective Date of Hire:	10. Semester:	
9. Job Posting number:	12. Faculty Supervisor Name:	
11. Student is assisting with what Class:	13. Faculty Supervisor direct phone #	
SECTION 3 Hiring Manager Information Hiring Manager to Complete		1. Early Hire <input type="checkbox"/> No <input type="checkbox"/> Yes
2. Hiring Manager's Name:	3. Hiring Manager's Email:	4. Dept Phone:
ISA INFORMATION: <input type="checkbox"/> ISA REG* <input type="checkbox"/> ISA-SS* <i>*If other than the minimum rate of pay is listed, a letter from the Chair must be included.</i>		
5. Hourly Rate:	6. Assigned Hours:	7. Frequency:
TA/GA INFORMATION: <input type="checkbox"/> TA* <input type="checkbox"/> GA* <i>*If other than the minimum rate of pay is listed, a letter from the Chair must be included.</i>		
8. Base Pay:	9. Time Base:	10. Monthly Pay:
Chair Approval	Attachments: <input type="checkbox"/> Application (ISA or GA/TA) <input type="checkbox"/> Position Description (ISA or GA/TA) <input type="checkbox"/> Supporting Documents (Resume or Exception letter)	
1. Dept Chair Name:	2. Email:	3. Phone:
4. Dept Chair Signature:	5. Date:	

Student, Hiring Supervisor, and Hiring Manager Agreement

Student Employee's Name: _____

Student Employee Start Date and End Dates

Supervisors and Hiring Managers may not authorize student employees to start work until they have received an official Employment Confirmation Notice from the Human Resources Student Employment Office. Student employees will receive their notice within 48 hours of completing all required HR/Payroll forms. Student employees are not allowed to work beyond their appointment end date

Work Schedule

The Hiring Managers with the Supervisor will set the students' employee work schedule. The Hiring Manager should discuss the student employee's work schedule with the student. The Student's first role at Sacramento State is to be a student. Their hours may vary depending on exams and papers. The hiring manager and supervisor must remain flexible with student's hours. It is the student's responsibility to inform their manager of exams and papers ahead of time to allow for planning around the student's needs.

Student's Hours

Student Employees are not allowed to work over 20 hours per week during the semester. This includes students who have multiple positions on campus. For example, a student who works 10 hours in one department can only work 10 hours in another department.

Breaks

Student employees are required to take a 15-minute paid break within the 4 consecutive hours worked and are required an unpaid 30-minute meal break before the end of the 6th consecutive hour worked unless the student employee is only working 6 hours. If the student works two jobs, the student employee is still required to take a meal break. It is the student's, supervisor and hiring manager's responsibility to keep a record of when the student employee works and when breaks are taken.

Timesheet

Student timesheets must be filled out accurately and provided to the hiring manager on the last day of the pay period to confirm hours worked. The signature of both the manager and timekeeper are required. All signed timesheets need to be submitted to Payroll before the deadline. Instructions on how to fill out student timesheets correctly and Payroll deadlines can be found on the [Payroll website](https://www.csus.edu/administration-business-affairs/human-resources/payroll/) (https://www.csus.edu/administration-business-affairs/human-resources/payroll/).

Campus Jobs

Students are allowed to hold multiple student employment positions i.e. FWS, ISA, GA, TA. Federal Work-Study (FWS) student employees are only allowed one FWS position. Student employees can be appointed to multiple positions as long as 20 hours per week are not exceeded.

By signing below, I acknowledge and agree to all of the above

Student Employee Signature

Date

By signing below, I acknowledge and agree to all of the above and have provided the student employee with all steps and forms required before starting work.

Faculty Supervisor Name

Faculty Supervisor Signature

Date

Hiring Manager Name

Hiring Manager Signature

Date



Employee Name: _____ Date: _____

Department: _____ Person completing this Form: _____

Student Workers Who Must Undergo Background Checks

Student workers are CSU students appointed in CSU non-represented and/or represented student classifications. Their educational relationship with the university is predominant. The CSU is required to conduct a background check on student workers only if being considered for a position in which a background check is required by law. These student workers will be required to have background checks if they have not had checks within the past 12 months on the same campus.

Table with 3 columns: Question, Yes, No. Contains 10 rows of background check questions with checkboxes.