

Application for

# GRADUATE INSTRUCTORSHIP IN ENGLISH (English majors only)

<b>Section 1. Personal Information</b>			
Name		BYU ID Number	
Current Address - Number and Street			
City		State	Zip
Daytime or Work Phone (Include Area Code)	Evening, Home or Cell Phone (Include Area Code)		Email address
<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Other (Type of Visa)			

<i>Permanent or Alternate Address (List the name, address, and phone of someone other than a spouse who will always know how to reach you in case of emergencies, etc.)</i>			
Name		Relationship to You	
Number and Street		Daytime or Work Phone (Include Area Code)	
City	State	Zip	Evening or Home Phone (Include Area Code)

<b>Section 2. Education</b>				
<i>Please list each college or university you have attended, the degrees earned or sought, etc.</i>				
Degree	Name of School	Years Attended	GPA	Honors
<i>Please list your graduate plans below.</i>				
Year in Graduate School at BYU	Emphasis in English MA program		Projected Graduation Date	
<i>Give a brief description of your goals for graduate study and of any further plans you may have for graduate work and career.</i>				

<b>Section 2. Education, continued</b>	
<i>Please list the names of courses you have taken in the following subject areas with the grade you earned in each.</i>	
First Year Writing	English Language and Linguistics
Pedagogy and Educational Theory	Advanced Writing
Computer Applications	Other relevant courses

<b>Section 3. Experience and Special Skills</b>		
<i>Please list any teaching or tutoring experience.</i>		
Nature of Job	Where	How Long
<i>Please list other relevant work experience in writing, editing, etc.</i>		
Nature of Job	Where	How Long
<i>Please list special skills you have (e.g., editing, technical writing, graphics, computer software, foreign language).</i>		
<i>Please list any papers, articles, stories, etc. you have had published.</i>		

<b>SECTION 4. EXPECTATIONS OF NEW INSTRUCTORS</b>	
I certify that all statements on this application are complete and true. If hired, I will abide by the BYU Code of Honor, Dress and Grooming Standards, and other university and/or department policies; I will register for English 610 concurrently with or prior to my first semester of teaching; and I will attend the one-week training seminar in August and the weekly instructors' meetings.	
Signature	Date

# Instructions and Checklist for Application for Graduate Instructorship in English

Brigham Young University – University Writing - 4110 JFSB- Provo, Utah 84602 - (801) 422-3565 – Email  
jennifer\_lindsey@byu.edu

## Instructions

Please fill out the attached application completely and submit it along with the items listed on the checklist. You will want to keep this checklist for reference. Your application for a Graduate Instructorship in English must be complete and on file in the University Writing Office, 4110 JFSB, Brigham Young University, Provo, Utah 84602 at least two days before you come for your interview. Make an appointment for an interview with the secretaries when you bring in your application or if you email your application, call the secretaries at (801) 422-3565 to set up an appointment for an interview. You can scan and email your application to jennifer\_lindsey@byu.edu.

Interviews will begin the first of April and notification of hiring decisions will be emailed to you in May. If you are out of state or the country, please contact the University Writing Office at (801) 422-3565 so that a conference telephone interview can be made.

Being an instructor is contingent upon good standing in a graduate program. Enrollment in English 610 (Rhetoric and Composition) is mandatory. English 610 is only offered Fall semester and instructors can be enrolled either concurrently with or prior to the first semester of teaching. If you are accepted as an instructor, you will also be **required to attend a one-week training seminar the week prior to the beginning of Fall semester and a weekly instructors' meeting held each Thursday at 11:00 am.** Please read the *Expectations of New Instructors* carefully.

## Checklist

- G 1. Acceptance into the English Graduate Program at BYU
- G 2. Application for Graduate Instructorship in English.
  - G Section 1. Personal Information
  - G Section 2. Education (both sides of page)
  - G Section 3. Experience and Special Skills
  - G Section 4. Expectations of New Instructors
- G 3. A letter explaining your interest in teaching writing. (This is *not* the letter of intent from the graduate application, but a separate letter addressed to the University Writing Program Administrators.)
- G 4. A résumé or vita.
- G 5. Make arrangements with the University Writing Secretaries (801) 422-3565 to set a date and time for a 15-minute interview with the University Writing Coordinator, Associate Coordinator, and Program Assistant in 4110 JFSB. Please come 10 minutes early to look over some books and information on Writing 150.

Interview Date: \_\_\_\_\_ Time: \_\_\_\_\_