

DEPAUL UNIVERSITY
DEPARTMENT OF ENGLISH
APPLICATION FOR A GRADUATE ASSISTANTSHIP
2009-2010 ACADEMIC YEAR

Name _____ Soc. Sec. # or DePaul Student # _____

Current Address _____
Street *City/State* *Zip*

E-mail _____ Tel. # _____

Please check appropriate program: Master of Arts in English Master of Arts in Writing and Publishing

Please indicate when you started/anticipate starting graduate study at DePaul: Quarter _____ Year _____

If you expect to have a different address or phone number in spring and/or summer, please indicate below.

_____ *Street* *City/State/Zip* *Tel.*

GRE SCORES. Please submit scores of the GRE General Test electronically to DePaul. Institution Code: 1165.

EDUCATION. List below all colleges and universities you have attended.

<i>College or University</i>	<i>Academic Major</i>	<i>Dates Attended</i>	<i>Degree</i>

RECOMMENDATIONS. List the names/addresses of two persons from whom you have requested recommendation letters. You may submit additional letters as well.

<i>Name</i>	<i>Institution or Organization/Department/Street Address</i>	<i>City/State/Zip</i>

PERSONAL STATEMENT. Please submit a 200- to 300-word personal statement that focuses on your qualifications and goals for becoming a graduate assistant (please see assistantship duties below). You should include mention of any of the following: previous experience you have had in teaching or tutoring; experience in publishing, writing, and editing; Web-based skills and proficiency in publication-based software (PageMaker, Photoshop, DreamWeaver, Collage, etc.); and relevant office and clerical experience. Also discuss how an assistantship shapes your post-master's degree plans. Attach your statement to this form.

ASSISTANTSHIP DUTIES AND RESPONSIBILITIES. Graduate assistants perform a variety of duties, including tutoring in the university's Writing Center, editorial work on scholarly journals, Web-based publishing, administrative duties in service to the M.A. in English and M.A. in Writing and Publishing programs, and assisting in faculty research. These positions require high scholarly achievement, high proficiency in writing and editing, and strong organizational and "people" skills. Graduate assistants work about 20 hours per week during normal business hours at DePaul's Lincoln Park and/or Loop Campuses. Work schedules, which change from quarter to quarter, are flexible enough to accommodate the student's classes and other personal responsibilities. The work calendar runs from early September until Thanksgiving and from early January until early June, with a two-week spring break in late March.

APPLICATION PROCEDURE: Before sending in this application, please make sure that all your letters of recommendation are in sealed envelopes with the recommender's signature written across the envelope flap. Place all assistantship materials (this application form, your personal statement, and all letters of recommendation) in a large envelope and send to the address indicated below. Make sure that your GRE general test scores have been sent *electronically* to DePaul (Institution Code: 1165). All materials must reach us *no later than Friday, February 27, 2009.*

Return to: Graduate Assistantships, Department of English, DePaul University, 802 W. Belden Ave., Chicago, IL 60614-3214.

DEPAUL UNIVERSITY
Department of English
Master of Arts Programs in English and in Writing and Publishing
RECOMMENDATION FOR A GRADUATE ASSISTANTSHIP

Top section to be completed by applicant

Name _____ Date _____

Address _____
Street City/State Zip Code

Email _____ Phone _____

Please check appropriate program: Master of Arts in English Master of Arts in Writing and Publishing

[The Family Educational Rights and Privacy Act of 1974 stipulates that applicants may have access to letters of recommendation written in their behalf, unless they have waived this right.]

I waive _____ / I do not waive _____ my right of access to this letter of recommendation. (check one)

Signature of Applicant Date

To be Completed by Recommender

This person is a current or prospective student in DePaul University's M.A. in English or M.A. in Writing and Publishing program and is applying for a graduate assistantship in the Department of English. Graduate assistants perform a variety of duties, including tutoring in the university's Writing Center, editorial work on scholarly journals, Web-based publishing, administrative duties, and assisting in faculty research. Please assess this applicant's strengths and weaknesses for a graduate assistantship. We would particularly appreciate your comments on the applicant's academic achievement, writing ability, promise as a graduate student, level of maturity, as well as other factors that may distinguish this candidate from others. You may write on both sides of this form or attach a separate letter.

Do not send this form and letter directly to DePaul. Return *to the applicant* in a sealed envelope with your signature written across the envelope flap. Please ensure that your letter and this form reach the applicant *no later than February 16, 2009*.

Signature _____ Date _____

Name _____ Position _____

Institution or Organization _____

Address _____

Deadline: Return to applicant *no later than February 16, 2009*.