

University of Washington  
***Department of Asian Languages and Literature***  
**Teaching Assistant Application**  
Deadline for submission: **January 15**

All applicants must submit the following:

- the attached application form, completed in full
- a cover letter, no longer than one page, explaining your qualifications
- records of past teaching experience (if applicable), such as course syllabi, student or supervisor evaluations, etc.<sup>1</sup>
- most recent academic transcript

Applicants for language-teaching positions must also submit:

- audio recording demonstrating language skills (see [http://depts.washington.edu/asianll/news/jobs\\_tas.html](http://depts.washington.edu/asianll/news/jobs_tas.html) for details)

*Note: The audio recording is not required for applicants who have already taught in the Department of Asian Languages and Literature.*

Note: If your application requires a written exam, you will be contacted after receipt of your completed application.

Applicants currently enrolled at the University of Washington must submit:

- the attached *Home Department Statement of Support* form

Applicants currently teaching in the Department of Asian Languages and Literature must submit:

- the attached *Supervisor Recommendation* form

Applicants NOT currently teaching the Department of Asian Languages and Literature must submit:

- one recent letter of recommendation from a supervisor, employer, or teacher

The following criteria will be taken into consideration in the selection of teaching assistants:

- command of spoken and written English
- academic standing (with priority given to AL&L students)
- evidence of effective teaching potential
- career plans involving teaching
- responsibility and the ability to work well with others

In addition, the following criteria will be considered for language teaching applicants:

- proficiency in the target language
- experience teaching the target language
- completion of coursework in foreign language pedagogy (e.g. ASIAN 510/518)
- knowledge of the grammar of the target language and the ability to explain it clearly. Applicants for positions in Chinese should note that Chinese 443, "Structure of Chinese," is **REQUIRED** of teaching assistants in the modern Chinese language program. Applicants who have not previously completed Chinese 443 will, if offered a teaching position, be required to enroll in this course during their first (Autumn) term of employment in the program. For applicants in Japanese, coursework in Japanese linguistics is recommended.

The University of Washington provides equal opportunity in education without regard to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in accordance with University of Washington policy and applicable federal and state statutes and regulations.

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<sup>1</sup> If you have taught at the University of Washington before, be sure the department has copies of all of your student evaluations, CIDR evaluations, and supervisor evaluations.

### Teaching Assistant Application

Mr.     Ms.    First and middle names: \_\_\_\_\_

Surname (family name): \_\_\_\_\_

Student number (current UW students): \_\_\_\_\_

Current address: \_\_\_\_\_  
\_\_\_\_\_

Permanent address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Are you applying to teach a language course?  Yes     No

If **yes**, which language? \_\_\_\_\_ Is this your native language?  Yes     No

If **no**, to which program (e.g. Asian, Chinese, Japanese) are you applying: \_\_\_\_\_

Position(s) desired:  Academic year     Summer     Both

Current UW students fill out the following:

Home department: \_\_\_\_\_

Grade point average: \_\_\_\_\_

Academic status:  Pre-M.A.     Post-M.A.     Pre-Candidate     Candidate

Prospective UW students fill out the following:

Department to which you have applied: \_\_\_\_\_

Have you been accepted yet?  Yes     No

Check one of the following:

U.S. citizen -- are you a resident of Washington State?  Yes     No

Permanent resident, immigrant, or refugee

International student -- country of citizenship: \_\_\_\_\_

Students who are not native speakers of English are required to demonstrate English proficiency before they can be appointed. This proficiency requirement is more stringent than the general graduate school ESL requirement,<sup>2</sup> Check one of the following and attach documentation:

I have fulfilled all the UW entrance requirements outlined in Graduate School Memo 8: <http://www.grad.washington.edu/policies/memoranda/memo08.shtml>

I have not fulfilled all the requirements in Grad School Memo 8 (please explain):  
\_\_\_\_\_

I have fulfilled the spoken English requirements outlined in Graduate School Memo 15: <http://www.grad.washington.edu/policies/memoranda/memo15.shtml>

I have not fulfilled all the requirements in Grad School Memo 15 (please explain):  
\_\_\_\_\_

University of Washington  
*Department of Asian Languages and Literature*

Applicants who have previously taught in the Department of Asian Languages and Literature fill out the following:

Number of academic-year (autumn, winter, spring) quarters taught: \_\_\_\_\_

Number of summer quarters taught: \_\_\_\_\_

List all quarters taught, including any quarters you will have taught through spring:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date of most recent written exam and/or oral interview: \_\_\_\_\_

List all universities attended and degrees earned (if more than four, give four most recent):

University	Dates	Degree and Field
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all coursework (title and date) relevant to the position for which you are applying:

_____	_____
_____	_____
_____	_____
_____	_____

List previous teaching positions (besides AL&L) and other relevant experience:

Position	Dates	Brief Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you applied for a FLAS (Foreign Language & Area Studies) fellowship? ( ) Yes ( ) No

List all sources of financial aid you have applied for or received for the next academic year:

_____
_____

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

University of Washington  
**Department of Asian Languages and Literature**  
**Home Department Statement of Support**  
*to be turned in by applicants who are current UW students*

**Students enrolled in the Department of Asian Languages and Literature:** Leave this form with your academic advisor. If you have not yet named an advisor, give the form to the relevant language program coordinator.

**Students enrolled in other departments:** Leave this form with your academic advisor or the graduate program coordinator.

**To be filled out by the student (please print neatly):**

Name: \_\_\_\_\_

Student number: \_\_\_\_\_

Home department: \_\_\_\_\_

Name of advisor or graduate program coordinator: \_\_\_\_\_

Under the provisions of the Family Education Rights and Privacy Act (FERPA) of 1974, students have the right to review their educational records. The act further provides that you may waive your right to see recommendations. Please indicate below whether or not you wish to waive this right.

I (circle one:) waive / do not waive my right of access to this recommendation form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be filled out by the advisor, language program coordinator, or graduate program coordinator:**

The quality of graduate work accomplished by the student named is:

Excellent (of very high quality)

Satisfactory (meets department expectations)

Poor (barely meets, or does not meet, department expectations)

The student's progress toward degree is:

Excellent (exceeds the average rate of progress for students at this level)

Satisfactory

Poor

Additional comments (optional):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to Asian Languages & Literature, Box 353521**

University of Washington  
**Department of Asian Languages and Literature**  
**Supervisor Recommendation**  
*to be turned in by applicants who are current AL&L TAs*

Leave this form with your supervisor.

***To be filled out by the student (please print neatly):***

Name: \_\_\_\_\_

Student number: \_\_\_\_\_

Home department: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Under the provisions of the Family Education Rights and Privacy Act (FERPA) of 1974, students have the right to review their educational records. The act further provides that you may waive your right to see recommendations. Please indicate below whether or not you wish to waive this right.

I (circle one:) waive / do not waive my right of access to this recommendation form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***To be filled out by the supervisor:***

Please assess all aspects of the performance of the teaching assistant named above during the current academic year. Would you recommend this student's reappointment next year? (For information on department policy governing reappointment, consult the relevant sections of the department's Policies and Procedures.)

I recommend reappointment

I do not recommend reappointment

Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to Asian Languages & Literature, Box 353521