

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.¹
- most recent academic transcript

Applicants for language-teaching positions must also submit:

- audio tape demonstrating language skills (see http://depts.washington.edu/asianll/news/jobs_tas.html for details)

Note: The audio tape 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 clearly²

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.

¹ 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.

² For applicants in Chinese, CHIN 443 is highly recommended. For applicants in Japanese, coursework in Japanese linguistics is recommended.

University of Washington
Department of Asian Languages and Literature

Box 353521 Seattle, WA 98195-3521 Phone: (206) 543-4996 Fax: (206) 685-4268
<http://depts.washington.edu/asianll/>

Teaching Assistant Application

Mr. Ms. First and middle names: _____

Surname (family name): _____

Student number (current UW students): _____ Social Security number³: _____

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: _____

International students, permanent residents, and immigrants are required to demonstrate English proficiency before they can be appointed. Check one of the four following:⁴

I have earned a B.A. or higher degree from a university in the U.S.A., Australia, Canada, Ireland, New Zealand, or the United Kingdom.

I have a passing score on the necessary tests:

TOEFL score: _____ (min. 580) or TOEFLC score: _____ (min. 237)
(or date scheduled to take TOEFL: _____)

TSE score: _____ (min. 55) or SPEAK score: _____ (min. 230) or

³ We ask for your social security number solely to access your test scores (GRE, TOEFL, TSE, SPEAK). You are not obligated by law to provide this information.

⁴ For more information, see "Conditions of appointment for TAs who are not U.S. citizens" at <http://www.grad.washington.edu/Acad/gsmemos/gsmemo15.htm>.

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TOEFLiBT Speaking portion: _____ (min. 28)
(or date scheduled to take one of these exams: _____)

I have passed English 102 at the University of Washington⁵ -- Quarter/Year: _____
(or Quarter/Year scheduled to take English 102: _____)

I have satisfied the requirement by appeal (date: _____)

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: _____

⁵ English 102 may only be taken by students who have failed to achieve minimum scores on the TSE or SPEAK test. Non-language TAs who score between 500 and 580 on the TOEFL are required to take additional ESL classes.

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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