

**DIVISION OF FRENCH AND ITALIAN STUDIES  
UNIVERSITY OF WASHINGTON, BOX 354361  
SEATTLE, WA 98195-4361  
DESCRIPTION OF TEACHING ASSISTANTSHIPS, 2006-2007**

**SALARIES AND DUTIES.** Beginning teaching assistants are paid approximately \$1,406 per month for each of the nine months of the academic year. This sum is paid in halves, on the tenth and the twenty-fifth days of the month, from October 10 to June 25, and is considered a 50% appointment. Teaching assistants receive a waiver of tuition and fees, except for about \$210 per quarter. Income taxes will be withheld from the salary at graduated rates. As long as teaching assistants on 50% appointments fulfill the requirements of their appointments and are enrolled at least half-time (5 credits), they qualify for exclusion from FICA (Social Security) taxes as a student, and no FICA taxes are withheld.

Teaching assistants' principal service to the university is to teach, under the supervision of a faculty member, one elementary language class of about 24 students, meeting 5 hours per week. Teaching assistants are given instruction at the beginning of the year and other advice and assistance as needed; supervisors and teaching assistants meet periodically for discussion of relevant problems. Teaching assistants' duties, including class preparation, correction of papers and quizzes, office hours and meetings, amount to approximately twenty hours each week, up to a maximum of 220 hours per quarter.

**ELIGIBILITY AND RENEWAL.** Eligibility is dependent on admission to the Graduate School and acceptability to the division as a teacher of French or Italian. Within the limits of financial possibility and subject to certain conditions, the most important of which are maintaining satisfactory progress toward a degree and demonstrating competence as classroom teachers, teaching assistants holding regular appointments will be reappointed annually for the full term of their eligibility (six quarters for M.A. students, nine additionally for Ph.D. students). Students must maintain the minimum registration requirement of 10 credits per quarter applicable towards their degree in autumn, winter and spring and 2 credits in the summer (if there is a course for the student to teach in the summer and he/she chooses to teach in the summer as well).

**TRAINING.** All newly appointed teaching assistants attend a training program that prepares them for their teaching assignments. New and returning appointees must be present for a required planning and training period, and will be notified in writing when that training begins (usually about September 16). Training will include lectures by the faculty, filmed and live demonstrations of college language courses, practice readings, and the preparation of teaching and testing materials. Additionally, international students are required to attend the International Teaching Assistant (ITA) program, which covers cross-cultural communication, teaching strategies, and second language practice.

**HEALTH BENEFITS.** Teaching assistants are eligible for benefits provided by the Graduate Appointee Medical/Dental/Vision Insurance Program (GAIP). The plan year runs October 1 through September 30. During 2005-2006 the program was underwritten by the MEGA Life and Health Insurance Company and administered by Welfare and Pension Administration Service, Inc. (WPAS). The University pays the full cost of student coverage for eligible TAs, and, if TAs decide to insure eligible dependents, the University pays a portion of the dependent coverage cost (60% for 2006-2007). A full description of the benefits for recent plan years may be looked up on the website <http://www.washington.edu/admin/hr/benefits/gaip/>.

**APPLICATION.** Return the completed Assistantship and Fellowship Application form with the supporting documents required by French and Italian Studies as early as possible. To insure consideration for a full teaching assistant appointment, see that your application reaches us by January 15. Mail forms and documents to: Sabrina Tatta, Adviser, French and Italian Studies, Box 354361 University of Washington Seattle, WA 98195. Admission to the Graduate School is a necessary condition for every appointment to a teaching assistantship. This matter should be

attended to with care and dispatch, since the university places limits on enrollment. The Graduate School informs applicants directly of their admissions decisions. International students should submit their application for admission to the Graduate School as soon as possible, preferably by November 1 of the fall before desired admission, due to the time needed to apply and obtain a visa.

**ENGLISH LANGUAGE PROFICIENCY.** Foreign students who are not native speakers of English must take the TOEFL (Test of English as a Foreign Language) or the Michigan Test and, if applying for a teaching assistantship, the Test of Spoken English (TSE) to demonstrate their competence in English. To be eligible to receive teaching assistantships, applicants must score a minimum of 580 on the paper-based TOEFL examination (the computer-based TOEFL minimum requirement is 237) or 90 on the Michigan Test, and 55 on the TSE (Test of Spoken English). At the time this was written, minimum scores for the TOEFL iBT were still being determined. When submitted, scores cannot be more than two years old. The TOEFL Web site can be found at <http://www.ets.org/toefl/>. The TSE website can be found at <http://www.ets.org/tse/>. The GRE website can be found at <http://www.gre.org>. Sign up for these tests right away to avoid application problems.

**ANNOUNCEMENT OF AWARDS.** The Chair of the division will notify applicants by May 1 of the division's action on their applications. Written acceptance of a position offered is required for a teaching assistantship to be considered official.