 School of Teaching and Learning

529 Education Building

Bowling Green, OH 43403

Ph. 419-372-7320

**Application for School of Teaching and Learning**

**Graduate Assistantship**

This application is to be completed, printed, and mailed to the above address or submitted via email to [wwalsto@bgsu.edu](mailto:wwalsto@bgsu.edu). **Priority given to applications received by January 15th**.

Bowling Green State University is an Equal Opportunity Employer.

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

Last First Middle

BGSU ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City State Zip Code

Are you a U.S. citizen? Yes No Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Visa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If other than U.S.A.

Applied to the Following Graduate Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your BGSU graduate application complete? Yes  No  If not, please complete the application at <http://www.bgsu.edu/graduate.html> immediately.

Undergraduate Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If applicable) Graduate Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you been a GA at BGSU before? Yes  No  If Yes, how many years? \_\_ Where? \_\_\_\_\_\_\_\_\_\_\_\_

Do you plan to work a second job on campus along with a GAship? Yes  No 

College (s) or University(ies) Attended:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Institution Location

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Name of Institution Location

*Please note that in order to be eligible for a graduate assistantship, candidates must have earned a 3.0 GPA in their undergraduate programs or have completed a minimum of nine graduate credits and earned a 3.0 average in those courses.* The School of Teaching and Learning will be offering graduate assistantships in four classifications (described below). Required skills and dispositions for all positions include:

* Willingness to learn and ask questions for clarity;
* Strong work ethic and willingness to be flexible;
* Good time management and organizational skills;
* Excellent spoken and written communication skills;
* Computer skills or willingness to learn (Excel, Microsoft Office, Canvas, Prezi, Google Sites);
* Ability to work independently when assigned specific tasks:
* Additional requirements for each position noted.

(Over)

**PART I: Please attach a statement (2-3 pages, double-spaced, one-inch margins) responding to the following question:**

***What are your future goals and how will a graduate degree from BGSU and the School of Teaching and Learning help you meet those goals?***

**PART II: Please check any of the following positions for which you are interested and feel qualified.**

**\_\_\_\_\_ Research Assistant (RA1):** Perform research that is related to the student’s field of study (e.g., dissertation topic). Some portion of the hours spent on research is attributable as university work, but those research responsibilities are related to their academic program. The research responsibilities performed are under the direct supervision of and collaboration with faculty. Depending on the discipline or field, the research experience could take place in: laboratories; field-based settings; clinical locations; or other academic environments necessary to the research methodology. Duties vary by discipline and program, but generally include: experimentation; data collection, entry and analysis; literature searches; manuscript assistance; attendance at conferences to present results; and training and supervising less experienced research personnel.

**\_\_\_\_\_ Research Assistant (RA2):** Participate in applied research activities that are related to the student’s field of study. The hours spent on applied conceptualization of their field is attributable as university work, but still related to their academic program. This applied experience is performed under the direct supervision of either faculty or university professionals working in the student’s field of interest. Depending on the discipline or field, the professional experience could take place in: laboratories; field-based settings; clinical locations; or other university environments necessary to the application of the field of interest. Duties vary by discipline and program, but could include: field based learning derived from interactions with clients, professionals, students, and other participants; data organization; and training and supervising less experienced personnel.

**\_\_\_\_\_ Teaching Assistant (TA):** Teaching Assistants are assigned to one or more faculty to assist them with instructional responsibilities for a course that is related to their field of study. The faculty for whom they are assisting take on a supervisory role. Teaching Assistant responsibilities vary by discipline and program, but normally include one or all of the following: grading assignments and examinations; administering/proctoring tests or exams; maintaining the online class management system (e.g., Canvas); and collecting and organizing class records and data.

**\_\_\_\_\_ Teaching Associate (TI):** Teaching Associate is that of an instructor. The form of instruction may include any of the following: the sole instructor of record for a section of a class; leader of discussion or recitation section of a course; or supervisor of instruction and tutoring in a lab. Without these individuals, the course, discussion group or lab could not function. While Teaching Associates are supervised by a faculty member or academic administrator, their primary responsibility is to carry out their own teaching, guidance, and tutoring with students and not assist faculty with their teaching. Teaching assignments must be in or closely aligned with the TI’s field of study.

**PART III: Attach a current resume.**

**PART IV: References, please list the names and contact information for three references who are familiar with your academic or related experience.**

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Name Title Email Phone #

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Name Title Email Phone #

*Revised 9/2019*