

**TEACHING MASTER OF ARTS (TMAC) PROGRAM  
TEACHING ASSOCIATE IN COMPOSITION  
DEPARTMENT OF ENGLISH  
California State University, Long Beach**

**Purpose**

The primary purpose of the Teaching Associate (TA) Program in the Department of English is to provide professional training and supervision for aspiring college-level teachers of composition. The TA Program is a carefully constructed series of experiences--including supervised teaching, group discussions, and workshops--all designed to improve the teaching of composition.

**Eligibility**

Applicants should be currently enrolled in the CSULB Department of English M.A. Program; preference may be given to students who have completed at least one semester of graduate work prior to their TA appointment. Applicants need a minimum "B" average in all upper-division and graduate-level courses to meet the M.A. requirement.

**Required Application Materials**

Candidates for appointment must submit the following documents to the Department Office by the announced deadline:

- 1) A cover letter stating intent of application, including the applicant's career objectives, related background, and current e-mail address.
- 2) Completed application form (attached)
- 3) A completed SC-1 form (attached)
- 4) A résumé or vita
- 5) Three letters of recommendation from current or former instructors and/or supervisors, one of which **MUST** be from an off-campus reference;
- 6) Official transcripts showing B.A. degree completion
- 7) A sample essay/article of no more than 12 pages

Teaching Associates will be chosen by the TA Program Committee, normally comprised of the TA Supervisor, the Composition Coordinator, and department composition specialists.

**Training and Supervision**

Before fall semester begins, TAs will meet several times with the TA Supervisor to prepare for their classes. In the first semester of appointment, TAs will attend a weekly seminar with the TA Supervisor, who will monitor and evaluate classroom instruction, class assignments, and grading practices. They must also enroll for one unit in ENGL 697 for each semester of teaching.

California State University, Long Beach

College of Liberal Arts

Department of English

**M.F.A. TEACHING ASSOCIATE APPLICATION, 2025-2026 ACADEMIC YEAR  
(ENGL 205/206)**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_  
Street City Zip Code

PHONE: (\_\_\_\_) \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

I. Teaching Experience: (Last Five Years - Please attach CURRENT Curriculum Vitae).

II. Work Experience: (Last Five Years, Include in C.V.)

III. Date Admitted (or to be admitted) to the M. A. Program in English: \_\_\_\_\_

IV. Graduate Work Completed:

	<u>Course Title</u>	<u>Institution</u>	<u>Grade</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

B.A. Obtained (or to be obtained) From: \_\_\_\_\_ Year: \_\_\_\_\_  
(Please submit official or unofficial transcripts.)

Major: \_\_\_\_\_ Minor: (If applicable) \_\_\_\_\_ GPA: \_\_\_\_\_

V. Letters of Recommendation: (Three letters of recommendation from current/former instructors and/or supervisors who are not connected with the MFA Program and do not teach Creative Writing - one of which MUST be from off-campus - are required for each candidate specifying qualifications, interests, etc.)

1.	_____	_____
	(Name)	(Institution)
2.	_____	_____
	(Name)	(Institution)
3.	_____	_____
	(Name)	(Institution)

VI. Attach Cover Letter/personal statement, which should include career objectives, related background, and current e-mail address (approximately 500 words).