

Department of Communication Studies
Graduate Teaching Associate (GTA) Responsibilities, Eligibility
Requirements, and Application and Selection Processes

Term Limits:

The Graduate Teaching Associate shall hold the position on a semesterly basis. This position is renewable for up to 4 semesters.

Responsibilities:

1. Attend workshop sessions during the summer, approximately one week prior to the fall semester.
2. Receive and consider written and oral feedback from GTA Coordinator.
3. Attend every class session for assigned class, unless sick or observing a religious holiday, etc.
4. Be familiar with all course materials, including reading the textbook assigned to the course.
5. Lecture, discuss, conduct pedagogical activities, etc. to teach the skills and topics described in the assigned textbook.
6. Grade all course assignments, including speeches, examinations, quizzes, homework assignments, etc.
7. Track student participation regularly by taking role for live sessions, and/or noting online participation at least weekly (e.g., Canvas logins, assignment completion, etc.).
8. Administer the Student Opinion of Teaching Effectiveness instrument (SOTEs) following the prescribed procedure.
9. Enroll in graduate coursework toward the MA in Communication Studies on a full-time basis (min. 6 units/term) or register for one of the following as part of an approved plan of study: Thesis/Project Proposal (COMM 6085), Graduate Project (COMM 6963), Thesis (COMM 6973), Comprehensive Examination Preparation (COMM 6084), Comprehensive Examination (COMM 6980), or Continuous Enrollment (COMM 6990).
10. Make progress in the graduate program. Progress includes being a full-time student in the program, completing a committee designation form and filing an approved plan of study on the appropriate timelines maintaining a 3.0 GPA in the program, and working towards completing a thesis, project, or comprehensive examination.

Eligibility:

To be eligible for consideration, applicants must:

- Be accepted into CSUSB's Master of Arts in Communication Studies graduate program on either a classified or conditionally classified basis.
- Have successfully completed any undergraduate prerequisite coursework required as a condition of acceptance to the MA program OR register to complete this coursework before teaching, if selected
- Be in good standing with the university.

Application Process:

Every spring semester the Graduate Coordinator will publish a call for applications on the MA program website and distribute that call via email to all current and recently accepted students in the MA in Communication Studies graduate program. Applications must be submitted to the GTA Coordinator no later than the deadline posted in the call. The application includes a resume (or vitae) and a statement of intent outlining qualifications (no more than one page). Returning GTAs need only submit a statement of intent (no more than one paragraph).

Criteria for Selection:

The following criteria will be considered when selecting the department teaching associates:

1. Based upon the number of applicants, the number of graduate teaching associate positions available, the budget, and the quality of the applications, a short list will be created by the department's graduate committee.
2. The short list applicants will be invited for an on-campus interview in April.
3. The on-campus interview will include the graduate committee members and any faculty in the Department of Communication Studies.
4. After the interviews are completed, each faculty member will individually rank each interviewee. The Graduate and GTA Coordinators will tally the ratings and rankings and develop a list in order of preference. This list is presented to the Department Chair and GTA Coordinator.
5. Offers will be made by the Department Chair in the order presented. GTA positions will be filled based on department needs and budget.

Criteria for Multiple Sections:

Based upon the budget and departmental need, GTAs may teach one additional section during any given quarter if the TA meets the following criteria:

1. The graduate student must have completed a minimum of two semesters as a GTA.
2. The GTA must submit a written request for an additional course section.
3. The GTA must be in good standing with the graduate program.
4. The GTA must be making progress in the graduate program (see above).
5. The GTA must maintain stellar SOTEs.
6. The Department Chair will seek a recommendation from the GTA Coordinator.
7. Final determination will be made in a consultation between the Department Chair, the GTA Coordinator, and the Graduate Coordinator.