RTC Program
Course Assignment/ Administrative Assistant
Request Form

Form needs to be submitted by __________________________
Submit completed form to the Office – Walker 319.
Name:__________________________________________________
M#____________________________________________________

☐ Full-time or ☐ Part-time

☐ Master’s or ☐ Ph.D.

Master’s:
Year in the program: ☐ 1st ☐ 2nd ☐ >2nd, #of Years:_____
Master’s Committee? Yes__ No__ If Yes, semester/date _________________

PhD:
Year in the program: ☐ 1st ☐ 2nd ☐ 3rd ☐ 5th ☐ >5th, #of Years:_____
Have you passed your comprehensive exams? Yes__ No__
If Yes, semester/date __________________

Committee formed? Yes__ No__ If Yes, date_______________________
Dissertation proposal approved? Yes__ No__
If Yes, semester/date __________________
Practicums Completed

☐ HU 5931 Composition Pedagogy

☐ HU 5932 Practicum Teaching Tech Comm

☐ HU 5933 Practicum in Mod Lang Pedagogy

☐ HU 5934 Practicum in Comm. Pedagogy

☐ HU 5935 Practicum in Writing Center Administration

☐ HU 6090 Special Topics in Pedagogy

Other:

Course #_____________ Semester/Date_________________

Course #_____________ Semester/Date_________________

Courses Taught:

_________________ _____________________ ___________________

_________________ _____________________ ___________________

Courses Taught Online:

_________________ _____________________ ___________________

_________________ _____________________ ___________________

Course Request Options:

_____ HU2324 Introduction to Film

_____ HU2642 Introduction to Digital Media

_____ HU2830 Public Speaking & Multimedia

_____ HU2920 Language and Society

_____ 3820 Interpersonal Communication
Please list course requests in order of preference:

Course Request #1: ____________________________
Taught course before? Yes____ No_____ If Yes, semester/date__________
In the box below please describe any experience or training relevant to the assignment. If appropriate, also remark on the relevance of the assignment to your research and/or career plans.

Course Request #2: ____________________________
Taught course before? Yes____ No_____ If Yes, semester/date__________
In the box below please describe any experience or training relevant to the assignment. If appropriate, also remark on the relevance of the assignment to your research and/or career plans.

Course Request #3: ____________________________
Taught course before? Yes____ No_____ If Yes, semester/date__________
In the box below please describe any experience or training relevant to the assignment. If appropriate, also remark on the relevance of the assignment to your research and/or career plans.
Course Assignment Request (for Courses not Listed)

Course(s):__________________________________

Reason for Request:
___ Degree Area of Interest
___ Dissertation Project
___ Advisor Request
___ Taught Previously (Not at MTU) Location________________________________  Date___________
___ Other: ____________________________________________________________________________

Administrative Request

Administrative position:_____________________

Previous assignment? Yes____ No_____ If Yes, semester/date__________

In the box below please describe any experience or training relevant to the assignment. If appropriate, also remark on the relevance of the assignment to your research and/or career plans.

Program Administrative Position Options:

RTC- Graduate Assistant       STC- Graduate Assistant       Composition- Graduate Assistant

Writing Center- Graduate Assistant

Note:

Course/assignment requests and/or administrative assistantships will be reviewed by the department and relevant faculty. Course assignments and/or administrative assistantships will be made taking teaching, practicums, training, research, etc. into consideration. Assignments are made based on the needs of the department and may be subject to change. Other courses and/or administrative positions may be added dependent on the needs for that academic year.