

**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 4th 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 Semester/Date _____
- HU 5932 Practicum Teaching Tech Comm Semester/Date _____
- HU 5933 Practicum in Mod Lang Pedagogy Semester/Date _____
- HU 5934 Practicum in Comm. Pedagogy Semester/Date _____
- HU 5935 Practicum in Writing Center Administration Semester/Date _____
- HU 6090 Special Topics in Pedagogy Semester/Date _____

Other:

Course # _____ Semester/Date _____

Course # _____ Semester/Date _____

Courses Taught:

Courses Taught Online:

Course Request Options:

- ____ HU2324 Introduction to Film ____ HU2503 Introduction to Literature
- ____ HU2642 Introduction to Digital Media ____ HU2810 Research and Writing in Comm
- ____ HU2830 Public Speaking & Multimedia ____ HU2910 Language and Mind
- ____ HU2920 Language and Society ____ HU3120 Technical and Prof Comm
- ____ 3820 Interpersonal Communication ____ UN1015 Composition

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.