

RTC Program
Course Assignment/Administrative Assistant
Request Form

Form needs to be submitted by: _____

Submit completed form to the office – Walker 319

General Information:

Name: _____

M#: _____

Full time: _____ Part-time: _____

Master's: _____ Ph.D.: _____

Advisor Name: _____

Master's:*

Year in the program: 1st: _____ 2nd: _____ >2nd: _____ # of Years: _____

Master's Committee: Yes: _____ No: _____ If Yes, semester/date: _____

*Please note that Master's students may not be instructors of record. Master's students assigned to teach a course must work with a faculty supervisor who will be the designated instructor of record

Ph.D.:

Year in the program: 1st: _____ 2nd: _____ >2nd: _____ # of Years: _____

Have you passed your comprehensive exams?: Yes: _____ No: _____

If Yes, semester/date: _____

Committee formed: Yes: _____ No: _____ If Yes, semester/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:

Courses 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

_____ HU 3820 Interpersonal Communication

_____ UN1015 Composition

_____ HUxxxx Other (Please specify below)

Course Requests:

Please list course requests in order of preference:

Course Request #1: _____

Taught course before? Yes _____ No _____ If Yes, semester/date _____

Faculty Advisor for Course Request #1: _____

Faculty Mentoring Plan for Course Request #1:

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.

Please list course requests in order of preference:

Course Request #2: _____

Taught course before? Yes _____ No _____ If Yes, semester/date _____

Faculty Advisor for Course Request #2: _____

Faculty Mentoring Plan for Course Request #2:

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.

Please list course requests in order of preference:

Course Request #3: _____

Taught course before? Yes _____ No _____ If Yes, semester/date _____

Faculty Advisor for Course Request #3: _____

Faculty Mentoring Plan for Course Request #3:

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

Previous assignment? Yes _____ No _____ If Yes, semester/date _____

Administrative position: _____

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 assignments and/or administrative appointments are conditional on a student's satisfactory progress toward their degree. Appointments will also take into account the applicant's experience and training (including practicums, relevant research, etc.). Assignments are made based on and contingent upon the needs of the department and may be subject to change.

Department Review:

I, the below signed RTC student, certify that the information provided is correct to the best of my ability and knowledge. I acknowledge that any incorrect information provided by myself on this form will disqualify my request without further review. I also understand that submitting this form does not guarantee any of the above listed requests will be approved.

Student's Name (Printed): _____

Student's Signature: _____ Date: _____

Approved:

Course Number: _____ Semester: _____ Year: _____

Administrative Assignment: _____

Faculty Advisor/Supervisor: _____ Date: _____

Student's Main Advisor: _____ Date: _____

RTC Program Director: _____ Date: _____

Program Director (of HU course requested): _____ Date: _____

Chair: _____ Date: _____