

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.: _____

Master's:

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

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

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

Course Requests:

Please list course requests in order of preference:

Course Request #1: _____

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

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 _____

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 #1: _____

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

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 _____

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.