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: __________