

**Department of Curriculum & Instruction
2008-2009
Application for Graduate Assistantship**

Name _____

Email: _____

Address _____

Telephone Number:

Home: _____

Work: _____

Bachelor's Degree:

Institution: _____

Date: _____

Degree: _____

GPA: _____

Master's Degree:

Institution _____

Date: _____

Degree: _____

GPA: _____

Major: _____

Institution _____

Date: _____

Degree: _____

GPA: _____

Major: _____

GRE: V _____

GRE Q _____

GRE Written _____

Area(s) of Certification:

Program area (art ed, English ed, math ed, minority/urban ed, reading ed, second language ed, science ed, social studies, professional development/teacher ed.)

I am interested in [please check]:

_____ A full time graduate assistantship for 9.5 months [20-hour work week, tuition remission for 10 units a semester, a minimum stipend of \$14,532 and *health benefits].

_____ A half-time graduate assistantship for 9.5 months [10-hour work week, tuition remission 5 units a semester, a minimum stipend of \$7,266 and *health benefits].

_____ Either one.

Note: stipend information is based on the 2007-2008 academic year.

Do you wish to be considered for a Fellowship?

Yes

No

If your assignment requires you to visit off-campus sites, will you have reliable transportation?

Yes

No

Application Materials:

Interested applicants should submit a completed graduate assistantship application form; a current resume; and a brief description of your background highlighting teaching, research, administrative, or other experiences. Please use the attached listing of possible assignments as a guide when writing your description. This will help the Department place you in an appropriate assignment should you be awarded an assistantship.

Submit all assistantship application materials as an email attachment to Ms. Joy Jones at jonesj@umd.edu.

General information about campus assistantships/fellowships can be viewed at <http://www.gradschool.umd.edu/Fellowship/handbooks/gradasst.html>

**Please return requested materials via email to:
Joy Jones at jonesj@umd.edu**

Graduate and Teaching Assistantship Possible Positions in EDCI

Note: Although these are listed as full time positions, candidates may have split positions – i.e., .5 in a support position and .5 in instruction or .5 in instruction and .5 in research. In making assignments, EDCI tries to accommodate to the background and interests of candidates,

(1) Department and Program Support Positions.

- a. Department Chair Office Support/EDCI Department Support: number of positions varies with needs
Role: Contribute to and support department communications such as through a biweekly newsletter, information updates, notices on special events, etc. Assist in the preparation of reports, including doing background research briefs on issues, policy initiatives, and program assessment projects. Support main desk operations and assist faculty and staff with
- b. Director of Graduate Studies Support: one full time position
Assist DGS in the preparation of institutional reports. Assist in graduate recruitment. Support the DGS in updates and revisions of programs and informational materials. Contribute to the preparation of background research briefs on curriculum, policy, and practices in graduate education. Support communications and follow up within the Department and with prospective students and alumni.
- c. Associate Chair for Teacher Education Support: one full time position
Assist the ACTE in the preparation of institutional and state reports. Assist the ACTE in recruitment and communications and follow up with current students, faculty and professional staff, and alumni. Provide support for program assessment and program-related research activities. Assist with the updating and revision of relevant print and web-based informational materials.
- d. M.Ed. with Initial Certification Program Support: two full time positions
Assist in program recruitment, communications with candidates and the revision/updating of program written and web-based information. Support follow-up studies with program graduates. Assist Elementary and Secondary Program Coordinators in the preparation of institutional and state reports. Provide support for program assessment activities.
- e. Program/Unit/Center Support: the number of positions varies each year.
Assist the faculty unit leader, Program Coordinator or Center Director in administrative and/or project based tasks such as the preparation of institutional reports, the revision and updating of web-sites and informational materials, the preparation of background research briefs, and communications with current students and alumni.

(2) Teaching Assistantships/Intern Supervisor Positions

(Approximately 30 FTE positions supported annually across program and units)

Note: one instructional assignment as teaching assistant or lead instructor is considered to be ½ time assignment for one semester – 10 hrs/week; field supervision assignments are typically between 4-6 student teachers/interns equals a ½ time assignment for one semester.

- a. teaching assistant or lead instructor assignments are usually in the pre-service teacher preparation program options and may be in one or more of the following according to the background and experience of individuals
 - Elementary Education general courses such as EDCI 280, EDCI 385, and EDCI 397 AND/OR Elementary Education subject area courses in reading, language arts, science, math, arts, or social studies
 - Secondary Education general courses such as EDCI 288L, EDCI 474, EDCI 488 (Diversity) AND/OR Secondary Education subject area courses in art, English, foreign languages, mathematics, science, social studies or TESOL
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- b. supervision assignments are in areas in which the graduate student has prior experience and certification.

**Please return completed form with advisor's signature and a current resume to:
Joy Jones, Dept of Curriculum & Instruction, Graduate Admission
2311 Benjamin Bldg., University of Maryland, College Park, MD 20742-1175.**

Updated January 11, 2008