

Department of English

Teaching Associates Program¹



2025-2026 Information

Submit Your Application by April 6th, 2026 by 4 PM

The English Department at California State University, Northridge has developed an especially strong program for training teachers in teaching first year composition. Composition is a required course in most American colleges and universities today, and Teaching Associates have the opportunity to teach our first-year writers as sole instructors in the classroom.

¹ System-wide policy provides that student employees, including Teaching Associates and Graduate Assistants, may not concurrently be employed in non-student classifications (e.g., staff, part-time lecturer, extended learning instructional faculty, special consultant, etc.).

² Image from [US Department of Education, Flickr. Creative Commons](#). August 28, 2013.

Q: What are the eligibility requirements?

A: Graduate students are eligible to if they have completed **one or more** of the following:

- ENGL 513CS
- Two Semesters of Work as a Supplemental Instructor
- One year of previous experience teaching at the high school level

You can be *conditionally* classified when you apply; you *must* be a classified MA student to begin teaching.

Q: How do I apply?

A: Notices for application are posted on the English Department website and announced in graduate classes. They can also be obtained from Frank De La Santo or online. Submission packets will be accepted until 4pm on the April 6th deadline.

Q: What materials should I submit?

A: A full listing of submission materials follows on the next page.

Q: What experiences can be useful in helping you prepare?

A: The requirements are listed above. However, in addition, other experiences can be helpful. It is useful to have had some background in working with students, such as tutoring or teaching. Having worked as a tutor in the Learning Resource Center for two semesters is very useful. Some of you may already have taught in high schools, or you may have taken courses that provide background in Rhetoric and Composition, such as English 513CS. (There are numerous textbooks in Composition in ST-703 that might provide additional information on various approaches to teaching composition. If you are interested in borrowing any of these materials, contact Frank De La Santo.)

Q: What happens once I am accepted as a Teaching Associate?

A: Before fall classes begin, there will be **mandatory, in-person paid workshops** that acquaint you with CSUN's first-year composition curriculum. The dates and times for these workshops are:

6/8/26 (10-12; 1-3)

6/9/26 (10-1;1-3)

6/11/26 (10-12; 1-3)

6/12/26 (10-12, 1-3)

8/19/26 (10-12, 1-3)

These workshops not only provide you with a sample syllabus and writing assignments, but they also help you prepare classroom lessons and learn strategies for teaching online and assessing writing. You will then begin teaching English 115, Approaches to University Writing.

During the fall, you will receive support from a mentor professor who will meet with you every other week, observe your class, review your assignments, syllabi, and grading, and provide helpful feedback for new TAs on a variety of classroom related topics. The mentoring professor will also create a Canvas site for optional continued conversations. Please note that these mentorship meetings will also be mandatory.

TA Appointment Schedule

April 6 th	Submit Completed Application by 4 PM
April 7 th -10 th	Materials will be reviewed Candidates selected for interviews will receive scheduling queries during this time
April 13 th -17 th	Candidates interviewed.
April 20 th	Notification of application status

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Application

Eligible candidates should submit their application packets via email to Frank De La Santo (frank.delasanto@csun.edu) by 4pm on April 6th. The packets should contain the following:

1. A professional cover letter of intent which includes your graduate status, GPA, MA option, and reasons for wanting to be a TA in the English Department at CSUN.
2. A curriculum vitae which adheres to the format outlined below:

Name / address / telephone number(s) / email / student ID

 - Educational background (post-secondary institutions attended, degrees/majors, and list of courses taken at CSUN)
 - Area(s) of interest in English Studies
 - Work experience (especially any past jobs in teaching or tutoring)
 - Scholarly or relevant activities (e.g. conferences attended, publications, organizational affiliations, special awards or accomplishments)
3. Recommendations can consist either of brief letters or the form that is attached to this application. Please submit **TWO in total--either 2 letters OR 2 forms, both formats are acceptable. The total is two (2.)** Letters and/or forms can be from current/former professors, supervisors, coworkers, etc. A complete application (including all two letters, two forms, or a combination of forms and letters) must be submitted for consideration to the Teaching Associate Program. Recommendations should be mailed directly to Frank De La Santo (Frank.delasanto@csun.edu).

Recommendation Form for Teaching Associate Applicants

TO: _____
(Name of the Person Making the Recommendation)

I have applied to become a TA and was hoping I could list you as a faculty reference? If so, please answer the following questions and add any additional, brief comments in the space provided. ALL your responses will be kept confidential. Thank you for your assistance.

NOTE: Please be aware that all number rating systems on this form go from "lowest" (1) to "highest" (5).

Name of TA Applicant: _____

Please send this form to Frank.delasanto@csun.edu.

How well do you know this student?

undergraduate course:	_____	one course	_____	more than one course
graduate course:	_____	one course	_____	more than one course
independent study(ies):	_____	undergrad	_____	graduate level

I highly recommend this student for the TA training program:

Not At All	1	2	3	4	5	Very Highly
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I believe this student can become a teacher who is:

Inattentive to detail	1	2	3	4	5	Attentive to detail
Regimented	1	2	3	4	5	Creative/Imaginative
Unable to take Criticism	1	2	3	4	5	Open to criticism
Disorganized	1	2	3	4	5	Organizaed
Uncooperative	1	2	3	4	5	Cooperative with Others
Irresponsible	1	2	3	4	5	Responsible
Inarticulate	1	2	3	4	5	Articulate with ideas
A weak writer	1	2	3	4	5	A strong writer
Not committed	1	2	3	4	5	Committed to undergrads
Not leadership material	1	2	3	4	5	A positive leader
Resistant to technology	1	2	3	4	5	Willing to learn technology
Prone to over-commitment	1	2	3	4	5	Wise with time management
Easily stressed	1	2	3	4	5	Self-disciplined
Unable to prioritize	1	2	3	4	5	Able to set priorities

In comparison to other students I've known to participate in the TA training program, this student has potential to be:

Undistinguished	1	2	3	4	5	One of the best
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Additional Comments:

(Please include any information that the interviewers and Composition Committee should know):

Signature of Recommender _____

Date _____