



Graduate Studies Office
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www.uwm.edu/english

Internal Teaching Assistantship Application
Due date: December 15

For the Academic Year: 20\_\_-20\_\_

1. Contact Information

Form with fields for Name, UWM Student ID, Academic Plan, Address, City, State, Zip, Phone, and Email.

Instructions:

Check the appropriate box(es) and complete the numbered items listed next to your selection(s).

- Checkboxes for New, Renewal, and Current UWM MA applying for UWM PhD with corresponding instructions.

Department use only

**2. Current Academic Status:**

If you are currently an **MA** student, please respond to the following:

What academic year were you admitted to the MA program?	
How many years of support have you had?	
Do you intend to apply to the PhD program at UWM?	

If you are a **PhD** student or **Dissertator**, please respond to the following:

What academic year were you admitted to the PhD program?		
How many years of support have you had?		
How many PhD course credits will you have completed by the end of this coming spring semester?		
Have you satisfied your language requirements? (y/n)		
When?		What language?
If you are applying for support for your <b>fourth year</b> , have you taken your preliminary examination? (y/n)		
If not, when do you plan to take it?		
Have you achieved dissertator status? (y/n)		When?
<p>If you are applying for support for your <b>fifth year</b>, you must have your Major Professor, (name) _____, initial one of the following evaluations and sign below:</p> <p><i>Upon reviewing the milestones specified for the fourth year in the Research Plan for the student named above, I confirm that the student is:</i></p> <p>_____ <i>Making satisfactory progress toward the milestones specified in their Research Plan</i></p> <p>_____ <i>Making partial progress toward the milestones specified in their Research Plan</i></p> <p>_____ <i>Not making satisfactory progress toward the milestones specified in their Research Plan</i></p> <p>Estimated completion date: _____</p> <p>Additional comments:</p>   <p>Major Professor's Signature _____ Date: _____</p>		

**3. Current Academic Information**

Do you have any incompletes? (y/n) \_\_\_\_\_

If so, please give the course number, title, professor and reason for requesting the incompletes:

Course #	Title	Professor	Reasons

**4. New Applicants only:**

The department will consider grade point averages, GRE scores, and all other information currently in your file in the Department of English. In addition you must submit the following:

- A list of the courses you have taken as a graduate student at UWM, including the name of the instructor and your grade.
- A sample of critical writing.
- Two letters of support from references listed below:

Name	Academic Institution (if appropriate)

If you have had other teaching or related experience we should consider, you may wish to attach to this form a brief description of your experience.

**5. Renewal Applicants only:**

In order for your Teaching Assistantship to be renewed, **you must be in compliance** with all academic progress requirements set forth by the Department of English. Consult the Graduate Student Handbook for more information on academic progress requirements and the forms necessary to show evidence of that progress.

Under current regulations, graduate students are guaranteed no more than two years of assistantship support at the Masters level and five years at the Doctoral level. The maximum number of years of support available is determined by counting the years since your entrance to the Ph.D. program, not the number of years you have had a teaching assistantship. Under no circumstances will a teaching assistantship be held past graduation deadlines set forth by Graduate School policy. Please consult the *Graduate Student Handbook* for further information on these requirements.

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**6. Please sign:**

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_