

**TEACHING MASTER OF ARTS (TMAC) PROGRAM
TEACHING ASSOCIATE IN COMPOSITION
DEPARTMENT OF ENGLISH
California State University, Long Beach**

Purpose

The primary purpose of the Teaching Associate (TA) Program in the Department of English is to provide professional training and supervision for aspiring college-level teachers of composition. The TA Program is a carefully constructed series of experiences--including supervised teaching, group discussions, and workshops--all designed to improve the teaching of composition.

Eligibility

Applicants should be currently enrolled in the CSULB Department of English M.A. Program; preference may be given to students who have completed at least one semester of graduate work prior to their TA appointment. Applicants need a minimum "B" average in all upper-division and graduate-level courses to meet the M.A. requirement.

Required Application Materials

Candidates for appointment must submit the following documents to the Department Office by the announced deadline:

- 1) A cover letter stating intent of application, including the applicant's career objectives, related background, and current e-mail address. (save file as: Lastname, Firstname_CoverLetter)
- 2) Completed department application form (attached) (save file as: Lastname, Firstname_TMACH_App)
- 3) A résumé or vita. (save file as: Lastname, Firstname_CV)
- 4) Three letters of recommendation from current or former instructors and/or supervisors, one of which MUST be from an off-campus reference;
- 5) Official transcripts showing B.A. degree completion. (save file as: Lastname, Firstname_Transcripts)
- 6) A sample essay/article of no more than 12 pages. (save file as: Lastname, Firstname_WritingSample)
- 7) Proof of graduate enrollment including courses and units for upcoming Fall semester (save file as: Lastname, Firstname_Enrollment)

Teaching Associates will be chosen by the TA Program Committee, normally comprised of the TA Supervisor, the Composition Coordinator, and department composition specialists.

Training and Supervision

Before fall semester begins, TA's will be sent supplemental materials from the TA Supervisor to prepare for their classes. Orientations will be held the week before classes begin. In the first semester of appointment, TA's will attend a weekly seminar with the TA Supervisor, who will monitor and evaluate classroom instruction, class assignments, and grading practices. They must also enroll for one unit in ENGL 697 for each semester of teaching.

Submissions open Spring 2026

Deadline: April 10th, 2026

All application materials can be sent electronically to English-TA-Apps@outlook.com

Inquiries should be addressed to Tina Matuchniak Tina.matuchniak@csulb.edu

California State University, Long Beach

College of Liberal Arts

Department of English

**TEACHING MASTER OF ARTS (TMAC) PROGRAM APPLICATION
2026-2027 ACADEMIC YEAR
(ENGL 100)**

NAME: _____ DATE: _____
Last First Middle

ADDRESS: _____
Street City Zip Code

PHONE: (____) _____ STUDENT ID #: _____

CSULB Email Address: _____ Personal Email Address: _____

I. Teaching Experience: (Last Five Years - Please attach CURRENT Curriculum Vitae).

II. Work Experience: (Last Five Years, Include in C.V.)

III. Date Admitted (or to be admitted) to the M. A. Program in English: _____

IV. Graduate Work Completed:

| | <u>Course Title</u> | <u>Institution</u> | <u>Grade</u> |
|----|---------------------|--------------------|--------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |

B.A. Obtained (or to be obtained) From: _____ Year: _____
(Please submit official or unofficial transcripts.)

Major: _____ Minor: (If applicable) _____ GPA: _____

V. Letters of Recommendation: (Three letters of recommendation from current or former instructors and/or supervisors - one of which MUST be from an off-campus.)

| | | |
|----|--------|---------------|
| 1. | _____ | _____ |
| | (Name) | (Institution) |
| 2. | _____ | _____ |
| | (Name) | (Institution) |
| 3. | _____ | _____ |
| | (Name) | (Institution) |

VI. Attach Cover Letter/personal statement, which should include career objectives, related background, and current e-mail address (approximately 500 words).