

# Teaching Fellowship Application - Department of Technical Communication

Teaching Fellows in the Department of Technical Communication have the opportunity to teach the following courses:

TECM 1200: Developmental Writing

TECM 1700: Introduction to Professional, Science, and Technical Writing

TECM 2700: Introduction to Technical Communication

Based on the schedule needs, Teaching Fellows may teach one or two courses per semester. Renewal for the following semester is normal, provided the TF makes satisfactory progress toward the degree and carries out instructional duties with care, diligence, and proficiency. Teaching Fellows who teach two courses are entitled to UNT Benefits (medical, dental, disability, and life), and possibly in-state tuition rates. Here is a link to more information about benefits: <https://tsgs.unt.edu/new-current-students/assistantship-benefits>.

To be eligible to work as a Teaching Fellow, you must meet the following minimum requirements:

- Must have completed 18 hours of graduate level coursework. **This requirement does not apply to the teaching of TECM 1200.**
- Must have either passed with a “B” or better or be concurrently enrolled in TECM 5550: Studies in the Teaching of Technical Communication
- Must either be enrolled full-time (9 hours per semester) as a graduate student or must have an approved Course Load Exception form from the Toulouse graduate school (see [Course Load Exception Request](#) for more detail).

Your application must include the following items:

- Completed application form and Information Sheet (see following pages)
- One letter of recommendation, preferably from a professor of technical communication. Please have your recommenders email their letters to [TCoffice@unt.edu](mailto:TCoffice@unt.edu) with your name and “Teaching Fellow Recommendation” in the subject line
- One sample of scholarly or professional writing. The sample should not exceed 10 pages.
- Once your application is received, you must schedule a time to meet with the Director of Lower Division Courses. Please email Dr. Ryan Boettger at [Ryan.boettger@unt.edu](mailto:Ryan.boettger@unt.edu) to set up a meeting.

Deadline: Preference will be given to applications who submit materials by the end of the semester before they plan to teach. In other words, if you want to teach in the Fall, submit materials by the end of the Spring semester. However, we will accept applications year round, including over the summer.

**Submission:** To submit your application, you must email all necessary forms to [TCGrad@unt.edu](mailto:TCGrad@unt.edu) with “Teaching Fellow Application” in the subject line

Name: \_\_\_\_\_ UNT Student ID#: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Semester you want to begin teaching in TECM: \_\_\_\_\_

Have you completed TECM 5550 with a “B” or better?

Yes

No

I am taking TECM 5550 during the semester I will teach 2700

UNT degree program: \_\_\_\_\_

Overall GPA for all graduate coursework: \_\_\_\_\_

GPA last 18 hours of graduate coursework: \_\_\_\_\_

Date degree awarded/expected: \_\_\_\_\_

Please list the last 18 hours of graduate courses you have completed (this may be waived if you are teaching TECM 1200):

Institution/Semester/Year	Course Number/Name	Credit Hours	Grade

**Please list the courses you have taught. Include the actual course name (not just number), the year/semester, and the institution at which you taught the course.**

**List the classes you will take in fall. If you plan to take less than 9 hours, provide a copy of your course load exception from the graduate school to Dr. Kim Campbell, Chair.**

Applicant Signature: \_\_\_\_\_

For office use only:

Interview with Director of Lower Division Courses completed?    Yes    No

Recommend for hire:    Yes    No

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Please type your answer to the following question:

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1. What teaching experience have you had, if any? Include specific details of the kinds of teaching you have done.