

Spring 2021

Department of Political Science and Criminal Justice

Teaching Practicum Program

The Department of Political Science & Criminal Justice offers a unique learning experience as Graduate Student Teaching Practicum/Instructional Assistants (pending final budget approval) to assist with the large Political Science 155 courses, and the writing intensive Political Science 331 courses.

- In POLS 155, graduate students are responsible for leading weekly discussion sections, attending the lectures, grading, participating in the university's Town Hall Program, and other course-related activities. They must also attend a weekly graduate seminar and receive 1-3 units of graduate-level credit for the course. The work averages approximately 12 hours per week over the course of the semester.
- In POLS 331, graduate students attend class sessions, work one-on-one with students in their writing, and grade assignments for the course. The work averages approximately 8 hours per week over the course of the semester.

Minimum Qualifications and Hiring Criteria:

Knowledge and Abilities:

Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment and ability to instruct and evaluate students. Exception to the minimum eligibility qualifications may be granted at the sole discretion of the university.

Experience:

For the initial appointment, evidence of satisfactory achievement in previous academic work. For subsequent appointment, evidence of satisfactory progress toward completion of the degree.

Education:

Equivalent to completion of the requirements for a bachelor's degree and concurrent admission to or enrollment in a graduate degree program of the university that is related to the discipline to which the individual is assigned.

CSU, Chico is required by federal law to hire only persons authorized to work in the United States. CSU, Chico does not discriminate on the basis of race, color, religion, sex, sexual orientation, marital status, national origin, age, or disability. Qualified applicants with a disability will receive reasonable accommodation during any phase of the selection process, provided such request is made to the Human Resources Office at least five working days in advance.

Questions? Contact Professor Thomas at mothomas@csuchico.edu

To apply for a position, please complete the application below and submit the following materials:

- A letter of interest indicating why you would like to serve as a Teaching Practicum/Instructional Assistant, whether you are applying for 155, 331, or either, and why you think you should be considered for the position.
- A résumé or curriculum vitae.
- At least one POLS Recommendation Form (available from Matt Thomas) from a faculty member.
- A writing sample, preferably from a graduate course (or Senior-level paper for new admits).
- List of graduate courses taken and grades received (if applicable) and a list of political science undergraduate courses taken and grades received.
- A copy of your undergraduate and graduate transcripts (you may submit unofficial copies).
- Evidence of teaching effectiveness (teaching evaluations, etc.) if available.
- Completion of this Form (available online).

Submit all application materials to Professor Thomas at mothomas@csuchico.edu by 4:30 p.m. on **December 4, 2020**. Your Recommendation Form(s) may be submitted directly to Professor Thomas from your letter writer(s).

PLEASE PRINT CLEARLY OR TYPE.

I wish to apply for (check one): POLS 155 ___ POLS 331 ___ Either Course ___

Name _____

Address _____

E-mail _____

Permanent Address (if different) _____

Student ID#: _____

Phone day: _____ eve: _____

Letter of Recommendation from: _____

Political Science MA _____ MPA _____ Other _____

Are you a: Continuing student _____ or New student _____

Semester you expect to complete your MA: _____

Are you able to perform the essential duties of the position for which you are applying?

Yes _____ No _____

If not, is there a reasonable accommodation that would enable you to perform these duties?

Yes _____ No _____ If yes, please explain on a separate sheet and attach.

The preceding statements and enclosed materials are true to the best of my knowledge and belief. I understand that, if employed, false statements in the application are sufficient cause for dismissal.

Date _____ Signature _____