

PROCEDURE AND SCHEDULE FOR AWARDING SUPPORT

The RTC Program endeavors to support all students needing financial support, using a combination of external and internal funding. Doctoral student support has priority over Master's student support because of the longer time commitment involved. The RTC Steering Committee makes support recommendations after decisions on admission have been made. Senior rule students (undergraduates with a satisfactory record) and special students are not eligible for financial support.

Decisions on financial support and contract offers for the coming academic year are made every spring semester. However, funding lines and opportunities may become available at other times during the year.

Students serve primarily as GTIs "Graduate Teaching Instructors (of record)." GTIs who apply for reappointment are evaluated by the Director of Graduate Programs in RTC in consultation with the RTC Steering Committee, the Director of GTI Education, GTI Coordinators, and faculty mentors.

Other students serve as graduate administrative assistants (GADAs) or graduate research assistants to faculty (GAs), or assist in the Writing Center. Those applying for administrative positions are evaluated by the Director of Graduate Programs in RTC in consultation with the RTC Steering Committee and supervising faculty.

Maximizing Chances for Funding

Funding decisions and job assignments are based on successful job performance, continued academic progress towards completion of the degree, and grades. Graduate instructors are evaluated by their students every term, and students file academic and/or administrative performance reviews and progress reports yearly in the spring. Doing well in these areas maximizes continued success in obtaining funding.

FUNDING TERMS

Our goal is to provide at least two years of funding for every Master's student and five years of funding for every Ph.D. student who requests support. Historically, we have been very successful in meeting these goals and in funding additional years as well. Note: Students within funding limits have priority over students who have exceeded those limits.

Funding decisions are competitive and always contingent upon budgetary decision-making at state and university levels. The Director of Graduate Programs in RTC, in consultation with

the RTC Steering Committee and the Director of GTI Education, makes all funding decisions on an annual basis.

Funding decisions are based on successful job performance and continued academic progress, considering grades and incompletes. Doing well in these areas maximizes a student's chances of funding.

SUPPORT PACKAGE

Tuition & Fee Waivers, Stipends

During the regular academic year (Fall and Spring semesters), all supported students receive tuition waivers for up to 9 credits and computer-lab fee waivers, and are required to maintain a minimum of 9 credits of enrollment during each of those semesters. (See section on ENROLLMENT REQUIREMENTS below.)

Workload

The graduate workload consists of a total of three academic year assignments (courses or their equivalents) over the fall and spring semesters. (This is a reduction from a previous load of 4 courses per year, thanks to concerted efforts by the Humanities department chair and faculty, and past Graduate Student Council representatives in RTC.) Each course (or equivalent appointment) counts for approximately 13 hours per week. Thus, a student may carry an unbalanced load of 1-2 or 2-1 assignments, but the total workload is expected to average out to 20 hours per week over the course of the term.

The teaching load is usually arranged one course the first term for new Graduate Teaching Instructors, and two the second. Advanced students may receive 1-2 or 2-1 loads, or receive administrative or other assignments spread out over the year; this depends on factors such as the availability and timing of particular courses or other administrative assignments, as well as students' own plans for defending M.S. or Ph.D. papers or examinations, etc.

Summer Support

Summer support is limited, and is offered first to Ph.D. students, then much less frequently to M.S. students who have especially needed skills. The work is usually considered equivalent to a semester's half-time load, consisting of teaching one 3-credit course (or its equivalent in other administrative assignments) for one 6-week summer session, or serving as an administrative or research assistant for the summer. (A very limited number of full-time assignments are sometimes available.) Support consists of a tuition waiver for one research

credit, plus computer fees, and half of the usual semester stipend. Students who wish to be considered for summer support (both Ph.D. and Master's) should send a memo to the Director of Graduate Programs in RTC early in the academic year.

DEPARTMENT & STUDENT COMMITMENT TO CONTRACTS

Contracts for graduate assistants commit the Department of Humanities to offering training and fiscal support to students, and likewise commit students to professional behavior with regard to their teaching and employment. In order to meet our teaching and administrative commitments, it is important that the RTC Program staff classes and administrative positions with qualified assistants.

Students who find they must resign their positions during the year should make every effort to inform the Director of Graduate Programs in RTC and the appropriate supervisor as soon as possible, e.g., in the first week of the semester prior to their intended termination of teaching. Students who are scheduled to teach in summer sessions should inform the Director of Graduate Programs in RTC and the appropriate teaching supervisor no later than five weeks prior to summer semester if they must relinquish their assignment.

TYPES OF SUPPORT

GRADUATE TEACHING

GTIs may be assigned to teach lower division University General Education or Humanities courses, to assist regular faculty in other Humanities or general education courses, to coach students in the Writing Center, or to serve as monitors in the Modern Language Lab, or any combination of these. Generally, GTIs in their first year are not assigned more than one teaching preparation per semester nor more than two preparations per year.

The most common form of funding offered by the Department of Humanities is as graduate teaching instructors of record (GTIs) for general education courses, primarily the **UN2001 Revisions** course in written, oral, and visual communication, or as teaching assistants for faculty teaching the large lecture courses, **UN1002 World Cultures, or UN1003, the foreign language option of World Cultures**. Other teaching opportunities are sometimes available to advanced graduate students, as the need arises and funding resources are available.

Teaching assignments occasionally available to advanced students:

Scientific & Technical Communication

Technical Communication for Engineering Enterprises

Introduction to Rhetoric

Introduction to Speech Communication

Introduction to Film

Photography

Introduction to Web Design

Introduction to Computer Applications

Modern Language (if fluent and trained to teach Spanish, French, German, or Ojibwe)

Training and Mentoring

GTIs assigned to teach courses are required to enroll for HU5931 during the first two terms of their employment (or HU5932 if a new GTI for the undergraduate Scientific and Technical Communication course). All new GTIs are also required to attend the eight-day intensive training session prior to the Fall quarter in which they begin their employment. Those GTIs who have fulfilled their HU5931 requirement but who are appointed to teach new courses will be assigned to work with faculty mentors who have relevant expertise.

GTI Duties

GTIs are required to:

Design courses and prepare syllabus for each class

Meet their classes on a regular basis

Design and evaluate assignments

Hold at least two office hours per week per course

Keep accurate records and report grades

Conduct student evaluations of at least one course section per quarter

GTIs are also expected to attend staff meetings and to meet regularly with their faculty mentors.

International Students

Because a majority of RTC graduate funding, especially for new students, comes via teaching, international students must show clear evidence of experience and excellence in speaking and writing English. International students who are native speakers of languages other than English must have a minimum TOEFL score of 600 to be admitted to the RTC program, and must pass the SPEAK test for comprehension and production of spoken English upon arrival at Michigan Tech before funding awards can be confirmed.

In admissions, evidence of success in teaching subjects related to Rhetoric and Technical Communication is strongly preferred, and recommendation letters should comment on the student's command of spoken and written English.

GRADUATE ADMINISTRATIVE ASSISTANTS, GRADUATE ASSISTANTS

Graduate Administrative Assistants (GADAs) and Graduate Assistants (GAs) perform administrative support duties or research activities under the direction of RTC faculty or faculty from other departments. Such assignments are usually awarded only to advanced students, may require previous internships or training, and are frequently mixed with teaching assignments. GADAs and GAs receive the same financial support as GTIs. Administrative Assistant positions are always dependent upon available resources. The following list describes some of the positions usually available, and people to contact for further information.

Assistant to the Director of the Rhetoric and Technical Communication Program

(12-month position, 1/3-time academic year, 1/2-time summer) Contact: Elizabeth Flynn

Duties and responsibilities may include the following:

helps design and distribute information and memos about the program as deemed appropriate and necessary by the Director

acts as liaison between the Director and other graduate students and/or faculty concerning information about the program such as curriculum, graduate requirements, travel grants, etc.

talks with prospective students about the RTC program, arranging for interviews with faculty, other graduate students, coordinating tours of campus, the local area, and the department

updates and generates the *RTC Graduate Handbook* on a yearly basis, most often in the summer

updates graduate program portion of the Humanities Department Web site

updates (when needed) graduate student information, current and alumni

completes any other appropriate duties as assigned by the RTC Program Director

Assistants to the Director of GTI Education

(Two positions, 1 senior 9-month 2/3-time, and 1 junior 12-month 1/3-time academic year and 1/2-time summer) Contact: Karla Kitalong

Duties and responsibilities may include the following:

helps revise the course handbook and supporting materials on a yearly basis

helps plan and run the week-long new GTI orientation session in the week preceding classes in the fall

attends and helps conduct HU 5931 class meetings

observes teaching of all GTIs teaching UN 2001: Revisions

maintains communication with all GTIs teaching UN 2001: Revisions and troubleshoots problems with them

participates in reader response program for first-year GTIs

does some coaching in the Writing Center and attends weekly Writing Center staff meetings

maintains files on GTIs teaching UN 2001: Revisions

maintains and updates GTI Resources file

maintains the revisions-I listservs

substitutes, on occasion, for GTIs who are out sick

Assistant to the Director of Scientific and Technical Communication

(9 month position, 1/3 time) Contact: Ann Brady

Duties and responsibilities may include the following:

assists STC direct administrative and teaching responsibilities for the undergraduate degree program.

collects and disseminate job announcements,

assists with curricular revision and assessment

creates and updates STC employer and coop data bases

maintains STC web page

assists in the organization of the STC Advisory Board meetings

completes any other appropriate duties as assigned by the Director of STC

Assistant to the Humanities Digital Media Zone (HDMZ)

(9-month position; summers: two half-time positions or one full-time position) Contact: Erin Smith

Duties and responsibilities may include the following:

serves as technical consultant and coordinates a group of paid and volunteer undergraduate consultants who maintain our Windows, Macintosh, and/or UNIX systems (depends on technical strength of applicants)

serves as technical consultant and maintains media systems in room 134

demonstrates interest in teaching with technology and in teaching in the HDMC

provides support and guidance for graduate students and faculty teaching with technology

implements technology initiatives in support of HU, STA, STC and RTC programs

advises on budget decisions and does research into new technologies in order to maintain and upgrade present functionality. This would include an interest in "playing" with new technologies for the benefit of users and teachers wishing to use them as teaching tools

contacts vendors and helps coordinate purchases in collaboration with the Director of the HDMC and frequent users of that facility

authors and updates HDMC Web pages at some level

completes any other appropriate duties as assigned by the HDMC Director

Web Site Manager, Humanities Department

(12-month position, 1/3-time academic year, 1/2-time summer) Contact: Rod Strickland

Duties and responsibilities include the following:

maintains and updates the Humanities Department Web site, including department calendar and descriptions of courses, faculty, student, and department documents

links student, faculty, and group (e.g., HDMC, STC Chapter, Modern Languages, CIWIC, pages to Humanities Department site)

provides guidance and facilitates design and implementation of student, faculty and group pages

acts as a liaison with Humanities Department system administrator concerning Web-based questions

completes any other appropriate duties as assigned by the Department Chair

Writing Center Assistants

The Michigan Tech Writing Center provides nationally recognized research and practice on the acquisition of academic literacies. Students may train to work in the Writing Center as coaches dealing with students on academic literacy issues, from support for general education courses (especially World Cultures and Revisions) and support for international graduate teaching assistants from across campus, to assistance in the writing of dissertations and job talks. There are usually six 1-semester appointments, and summer work may be available. Contact Nancy Grimm for more details, or see the Writing Center website at <http://www.hu.mtu.edu/wc/>.

FINISHING FELLOWSHIPS

The RTC Program offers a limited number of competitive Finishing Fellowships for one or two semesters to Ph.D. students in residence who are close to finishing their dissertations.

Students must have made considerable, demonstrable progress towards completion of the writing of their dissertations. Students applying for Finishing Fellowships must submit a statement of the work completed so far on the dissertation, a letter of support (and confirmation of dissertation progress) from the student's dissertation advisor, and a reasonable (i.e., not overly optimistic) timeline of the work to be completed. The Director of the Graduate Programs in RTC reviews all applications (in consultation with the Department Chair and the RTC Steering Committee), and makes recommendations to the Department Chair.

Departmental support for Finishing Fellowships may depend on the department's ability to cover teaching assignments or other graduate assistant assignments. Thus, students interested in applying for these fellowships should discuss them with the Director of Graduate Programs, if possible before teaching assignments are completed in the Spring of the preceding year. (The actual application may be completed later as progress is made.)

OTHER FUNDING

King/Chavez/Parks Fellowship

The Michigan **King/Chavez/Parks Fellowship** programs provides grants to support graduate education for students from under-represented groups. For further details, see <http://www.edopp.mtu.edu/outreach/scholarships/default.htm>.

Internships, Co-ops

Students with interests in applied technical communication or web-design are strongly encouraged to seek internships and co-ops external to the department for important work experience, both for credit and for pay. The Graduate School and University Career Center offers assistance, including workshops on securing off-campus internships.

Research Grants (NSF, etc.)

Faculty in the Humanities department, or from across campus, may secure research funding that contains employment opportunities for qualified graduate students, e.g., "piggyback" NSF grants (for public outreach) or web-page design. Students are encouraged to seek

outside support and funding, as long as the work or research entailed is consistent with and supportive of a student's progress towards completion of the M.S. or Ph.D. degree.

Fellowships (University, National)

A number of competitively awarded fellowships are available for research and dissertation completion. Securing prestigious awards provides time for concentration on one's research and writing. See a partial list of available awards at the Graduate School website:

<http://www.admin.mtu.edu/rgs/graduate/resources/fallfunding.html>,

Summer Funding (Outside the RTC Program)

Summer Youth Programs: Students may find employment as counselors or instructors in various summer youth/outreach programs offered by the university. See the web page at

http://www.edopp.mtu.edu/sap/yp/yp_employment.htm or contact the Educational Opportunity Office on campus for more information.

ENROLLMENT REQUIREMENTS FOR STUDENTS RECEIVING ASSISTANCE

All funded students must be enrolled full-time (a minimum of nine credits) during the Fall and Spring semesters, unless the funding source carries other requirements for determining eligibility. Students receiving support during the Summer quarter must also be enrolled for one research credit, if appropriate, or one course (approved by their Advisor).

The usual graduate courseload is two or three regular three-credit courses, plus proseminar and HU5931 for first-year students. Students generally take no more than six credits of work while teaching two courses in one term, but should consider taking three courses in the terms when they are teaching one course, in order to complete their work during funding time limits.

Table 5.1: Enrollment Requirements for Students Receiving Assistance

Fall/Spring GTIs

	Minimum	Maximum
Half-Time (~10 hours/week) GTIs	9	12
Full-Time (~20 hours/week) GTIs	9	12

Summer GTIs

All Supported Assistants, including fellowship students	1 research credit or 1 course	12
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Graduate students supported by GTI or GADA appointments or by fellowships may not drop below the required number of credit hours.

TRAVEL MONEY

Students presenting papers at conferences can request partial assistance for travel expenses from the Graduate Student Council or from the Department of Humanities.

The Graduate Student Council holds a lottery at each semester's start to determine who will receive travel grants. Students must be presenting papers during that academic semester to be eligible for support (although they may apply for funds any time after receiving a letter of acceptance). Students are only eligible for one grant per year, but may reapply if not selected. Grants of \$300 are generally awarded.