

COLLEGE OF VISUAL ARTS + DESIGN

Application for Graduate Assistantship or Fellowship

NOTE: Please read the entire application packet before completing this form!

FULL NAME: _____ **ID#:** _____

SOCIAL SECURITY# _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____ **BIRTHDATE:** _____

PHONE: _____ **DEGREE:** MA MFA PhD **MAJOR:** _____

I am considered a:

_____ Texas Resident _____ US Citizen, but not a Texas resident

_____ Not a US citizen – If not, what type of visa do you have? _____

APPLICATION DEADLINES:

For a Fall appointment:

FEBRUARY 1

For a Spring appointment:

OCTOBER 1

NO applications will be accepted after the above dates!

I am applying for an appointment for the: *(check only ONE)*

_____ Fall Semester _____ Spring Semester Year: 20 _____

I am applying for a:

_____ ¼-time position _____ ½-time position _____ No Preference

Have you ever been a graduate asst./fellow at UNT before? *(circle one)* YES NO **How many semesters?** _____

Have you ever taken or are you currently taking ART 5700 (teaching seminar)? *(circle one)* YES NO

Below, please select the type(s) of appointment for which you would like to be considered. Indicate your 1st, 2nd and 3rd choices, should your first choice not be available. If you have a preference for a specific section or sections, write the number(s) next to the class.

- _____ Working as an area assistant in the _____ area
- _____ Assisting in a large art lecture class
- _____ Teaching a lab section of Design I (ART 1440)
- _____ Teaching a lab section of Design II (ART 1450)
- _____ Teaching a lab section of Drawing I (ART 1500)
- _____ Teaching a lab section of Drawing II (ART 1510)
- _____ Teaching a lab section of Black & White Photo (ASTU 2250)
- _____ Teaching Figure Drawing (ASTU 2200)
- _____ Teaching a lab section of Children and Art (AEAH 3750)
- _____ Slide Library Assistant
- _____ Art Gallery Assistant
- _____ Shop Assistant
- _____ Other – specify: _____

NOTE: You cannot work as a teaching assistant or teaching fellow *who teaches a lab class* unless you have completed or are currently enrolled in Art 5700, the teaching seminar, which is only offered during the fall semester. If you have not taken or will not enroll in Art 5700, do not apply to teach a lab class.

If you request and are assigned to teach a lab section of design, drawing or photography, you must also attend the lecture section for that lab. Please check the current schedule of classes to make sure that you do not schedule your personal classes during that lecture time. Design or drawing teaching assistants must also be available to attend weekly meetings in that area.

Please look online at the next semester's schedule of classes at <http://essc.unt.edu/registrar/schedule.htm> and circle the appropriate options below.

Will you be available:	DAY(S)	TIME(S)	
	M T W R F	AM (8a-12p)	Days (8a-5p)
	M W F	PM (12p-5p)	Evenings (after 5p)
	M W		
	T R		

NOTE: If awarded an assistantship or fellowship, your appointment will start the week PRIOR TO the beginning of the semester. Typically, a general faculty/staff/TA meeting is held early on the Monday of that week before classes, which you will be required to attend, as well as other meetings throughout the week. Please check with the College of Visual Arts and Design for a schedule of that week's events, so that you may plan accordingly.

Do not apply if you cannot meet any of the following conditions:

- You must be a degree seeking graduate student majoring in an area of the College of Visual Arts and Design.
 - You must attend any TA/TF/AA meetings that may be scheduled during the week prior to the beginning of the semester of your appointment.
 - You must not have exceeded your limit of support (4 semesters for MA, 6 semesters for MFA and Ph.D.)
 - If you accept a ½-time appointment for the fall or spring semester, you must enroll in 9 credit hours of coursework towards your degree during the semester of your appointment. If you accept a ¼-time appointment, you must enroll in 6 credit hours of coursework towards your degree (some exceptions made for those working on thesis, problem in-lieu-of thesis or dissertation).
 - If you teach a design, drawing, or photography lab, you must attend the corresponding lecture section.
 - If you teach design or drawing, you must attend weekly workshops with that area's coordinator.
 - You must work locker duty for two hours during the first couple weeks of classes.
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I HAVE READ THIS APPLICATION AND AGREE TO ABIDE BY THE REQUIREMENTS FOR APPLYING FOR AN ASSISTANTSHIP OR FELLOWSHIP WITHIN THE COLLEGE OF VISUAL ARTS AND DESIGN.

SIGNED: _____ **DATE:** _____

Completion of this application does not guarantee that an assistantship or fellowship will be awarded to you. All applicants are fairly assessed and placed according to the rules set forth by the College of Visual Arts and Design and the University.

Return this completed application to the CVAD Dean's office, or, if provided, in the postage-paid envelope.