Graduate Assistantships
Department of English
Northern Arizona University
The Program in Intensive English (PIE) Position Overview

Graduate students who are awarded PIE assistantships receive more than financial support; they also receive extensive training and experience in teaching English as a Second Language (ESL) in an intensive English setting. In turn, graduate assistants bring a variety of skills, backgrounds, and perspectives to the teaching of ESL.

A graduate teaching assistantship (GTA) in the PIE represents a **20-hour-per-week** commitment, which typically involves the following:

- Six classroom hours of teaching ESL per week. There are 6 levels of instruction in the PIE and a variety of classes offered at each level. GTAs will have an opportunity to teach different classes during their time in PIE.
- Participation in regularly scheduled curricular area meetings (weekly), level meetings (biweekly), professional development sessions (4-5 times per semester), scoring of achievement tests (2-3 times per semester), and exit testing (1 time per semester).
- One office hour weekly to meet with students.

**The approximate time commitment breakdown (hours per week):**

<table>
<thead>
<tr>
<th>GTA assignment</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teach PIE class/classes</td>
<td>6</td>
</tr>
<tr>
<td>Participate in meetings, plan, assess, and grade</td>
<td>13</td>
</tr>
<tr>
<td>Hold office hour</td>
<td>1</td>
</tr>
</tbody>
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Additional weekly requirements during the first semester include:

- Participation in PIE English 601, a three-credit-hour teaching practicum (This course should be part of, not in addition to, the nine-hour full-time enrollment required of all graduate assistants each semester.)

All PIE graduate teaching assistants must also participate in:

- A two-week orientation prior to Fall semester and a one-week preparation week before Spring semester.

Graduate Teaching Assistantships are reviewed on an annual basis and renewal is subject to satisfactory performance of the duties listed above and to reasonable progress towards the degree.