

Professional Writing at Purdue

Applying to Teach ENGL 420 (Business Writing) or ENGL 421 (Technical Writing)

Applications for Fall 2019 are due Monday, March 4th at 5:00 PM. Please follow instructions for submission as described below.

Those interested in teaching English 420 (Business Writing) or English 421 (Technical Writing) should:

- Read the course descriptions for English 420 and English 421: <http://pw.rhetorike.org/PoS>
- consult the required and preferred credentials for applicants to the program on the program website: http://pw.rhetorike.org/apply_to_teach_PW

Applicants should know that

- New teachers are required to take the ENGL 505M mentoring course the first semester they teach in the program. Mentoring for English 420 and 421 is combined, so teachers are mentored simultaneously for both courses.
- New teachers are expected to commit to teaching the same course (either English 420 or 421) for two consecutive semesters. **Most new instructors start with English 420.**
- Only PW instructors who have completed ENGL 505M are eligible to teach PW courses during the summer, including ENGL 420Y and 421Y (Y sections are online courses).
- If you have questions about teaching business or technical writing, feel free to contact Michael Salvo, Director of Professional Writing at salvo@purdue.edu or Allegra W. Smith, Professional Writing Mentor, at smit2632@purdue.edu.

Application Process

1. Submit application via email to pwprogram.purdue@gmail.com. Your application should include the following materials:
 - **Completed applicant information form** (attached; also available in Word format in the pw-application-resources folder on google drive: <https://drive.google.com/folderview?id=0B1CiqbfwOXJ7VzQtSDRkd0x4ZFE&usp=sharing>)
 - **A letter of application** discussing credentials and reasons for wanting to teach business and/or technical writing and a brief description and discussion of your teaching philosophy.
 - **A vita or resume.**
 - **Evidence of teaching ability** which may include items such as course materials you have developed, course evaluations from previous semesters, and mentors' teaching evaluations or write-ups of class observations.
2. **Inform Janeen Redman** of your interest in teaching English 420 or 421 when she asks for your teaching preferences, especially if you haven't already done so.
3. Submit your application materials **as a single PDF document sent as an email attachment** to pwprogram.purdue@gmail.com. The subject line of the email should be 2019 PW Application Lname, putting your last name in place of Lname. Michael Salvo's email subject line would be: **2019 PW Application Salvo.**