

Guidelines for French Department Foreign Fellows



Welcome to the French Department at Mount Holyoke College. We are pleased that you will be joining our staff as Teaching Assistants, and we look forward to meeting you in the fall. The following are some specifics for you to think about before you arrive:

- In addition to your studies, please plan to spend approximately eight hours a week working in various capacities for the department. Among your assignments will be the responsibility for coordinating and teaching four or five 50-minute conversation groups held each week during both semesters in conjunction with several language courses.
- We may also ask you to help with various department functions such as the French Club, the weekly French table gatherings in the dining rooms of MacGregor and South Rockefeller residences, and possibly tutoring.

It is important that you finalize your own academic schedule as soon as possible after arriving so that we may assign you to your conversation labs (the times will have been determined in advance).

It is French Department policy that, should illness or an emergency prevent you from carrying out any of your assigned duties, you must arrange for another assistant to replace you or arrange with your students for a make-up session. You will be expected to take attendance in your classes and assess the progress of each student, in writing, for the professors of each course.

The weekly French Language Dinner Table is presided over by our French Language Fellow, who has received additional information about her responsibilities in this regard. French-speaking students, assistants, and faculty are expected to attend. Your presence is important, as our students need encouragement and help in learning to speak French. In addition, there may be a French Language Lunch Table (in the past, lunch was on Mondays in South Rockefeller Hall). Also, on occasion, you may be asked to do a presentation on a cultural aspect of your country.

The French Club sponsors various activities during the year to motivate and educate our students. We include this as one of your responsibilities to help plan and run these activities in cooperation with the student coordinator. Your input, energy, and personal experience are very valuable.

IMPORTANT: Your supervisor will be Catherine Bloom of the French department. She will be meeting with the French department foreign fellows and teaching associate for an orientation session and teaching workshop.

The French Department assistant, Mary Fanelli, will assign you a mailbox in the department office. I ask that you check your mailbox daily for papers, communications, and other documents to which you will have to respond in a timely manner. Each of you will have a key to the French Department office (Ciruti 115). Mary may be reached during the summer by email at: mfanelli@mtholyoke.edu. Feel free to contact her about any questions you may have concerning the French Department.

Also, please do not hesitate to contact us if you have any questions. We look forward to working with you in what we hope will be a productive and enjoyable year.