

Guidelines for Spanish Assistants

Each Spanish assistant will be working for the department for a total of 6-8 hours per week. Responsibilities will include:

- ✚ Teach four or five 50-minute conversation labs ("fifth hour") each week during both semesters. During these fifth hours, you should create an active and participating environment, within the guidelines given by the instructor of each course. You are not expected to explain grammar or correct tests, quizzes, or papers, and should not be asked to correct homework.
- ✚ You should keep attendance records for each class. These, together with your personal written evaluations and comments about each student should be handed in to the instructor at the end of each semester. It is not your responsibility to give grades.
- ✚ All Assistants must attend the Language Table, which is held once a week in a dormitory dining room. You will be asked to select the day of the week in consultation with the department, the other Language Fellows and Donna Van Handle. You are responsible for making a calendar for the department, which assigns each instructor specific dates to attend the Language Table on a rotating basis.
- ✚ You will be asked to help with the departmental extra-curricular activities (prospective majors' tea, film festival, picnic, etc.).
- ✚ Each assistant will receive a key to the Department of Spanish (Ciruti Center 211); a xerox number (see Sue LaBarre to learn how to use the xerox machine in the Ciruti Center); a mailbox slot in the Department (that you are supposed to check daily, in case we need to give you materials, messages, documents, etc.); all the textbooks and workbooks used in each course; a syllabus for each course, and a copy of the student roster.
- ✚ The faculty liaison for Spanish will have an informal meeting with you before classes begin. During the first semester, faculty will visit one of your "fifth hours" to give you feedback and suggestions. This visit will be scheduled in advance. Please contact your liaison for any problem that you may have.