

# Guidelines for Italian Assistants

Each assistant will be working for the department for about 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 environment in which students are encouraged to participate actively within the guidelines given by the instructor of each course. You should not 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 given to the instructor at the end of each semester. It is not your responsibility to grade students.
- ✚ Italian assistants will meet each week with small groups of students (4-5 students for each group) for Conversation Sessions. These include students attending both Elementary Italian and Intermediate Italian classes.
- ✚ 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, Dean of International Students. 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 co-curricular activities (prospective majors' tea, film festival, picnic, etc.).
- ✚ Each assistant will receive a xerox number (see Sue LaBarre to learn how to use the xerox machine in the Ciruti Center); all the textbooks/workbooks used in each course; a syllabus for each course, and a copy of the student roster.
- ✚ The faculty liaison for Italian will have an informal meeting with you before classes begin. During the first semester faculty members will visit one of your "fifth hours" to give you feedback and suggestions. This visit will be scheduled in advance. Please contact your faculty liaison if you have any questions/problems.