

POLICY/PROCEDURES FOR TEACHING ASSOCIATES

DEPARTMENT OF SPANISH AND PORTUGUESE LANGUAGES AND LITERATURES

These policies are based on and conform to the *Teaching Associate and Graduate Assistant Handbook* published annually by the Graduate Division of San Diego State University. However, the *Handbook* includes much more detailed explanations of the policies. The Department of Spanish and Portuguese, thus, highly recommends that you familiarize yourselves with the *Handbook*.

1. TEACHING ASSOCIATE (TA) APPLICATION PROCESS AND MATERIALS.

- 1.1 Applicants to the MA Spanish Master's program may concurrently apply for a Teaching Associate position in the department. TAs are required to teach in the academic department in which they are seeking their degree.
- 1.2 Application Form. All applicants for a Teaching Associate position are required to complete the departmental application form. [See sample in Appendix I]
- 1.3 Applications for TAs will be reviewed by the ***Graduate Admission and TA Selection Committee***, which includes the Graduate Advisor, Director of the language program, the coordinator of the program and elected faculty members. This committee will recommend the granting of TA positions for qualified students entering the Master's program based on the following:
 - **Letters of recommendation** included in applicant's file to the Master's degree.
 - **Composition:** All applicants will be expected to write a timed (30 minutes), proctored composition in Spanish as part of the TA application process. The same is required of those applying for TA position in Portuguese. The candidate must check with the Department office to find out the scheduling of the composition writing sessions. The composition theme will be announced at the session.
 - **Interview.** All qualified candidates are required to meet with the **Graduate Admission and TA Selection Committee** for an interview to be conducted in **Spanish and English**. Candidates should check with the Department office to schedule their interview. (Note: Other arrangements, e.g. a phone interview, may be made for those qualified candidates who are unable to travel to SDSU for a personal interview.) [See Appendix III for details]

2. APPOINTMENT

- 2.1 The appointment to the position of Teaching Associate (TA), which is an apprenticeship training position, is for one academic year and can be extended for an additional year based on evaluation of teaching performance as a Teaching Associate by the TA Review Committee, which includes the Director of the language program and the Coordinator.
- 2.2 Master's students are allowed to be Teaching Associates for four (4) semesters. Graduate Division regulations usually do not allow appointments to extend beyond two academic years for candidates in master's programs. Extra semesters may be permitted. To add

extra semesters, the Graduate Advisor must complete a petition form, and the department must support this petition. Approval of the petition is at the discretion of the Graduate Dean. [see *TA/GA Handbook*]

2.2.1 If the Graduate Dean approves this petition, continuing students in good standing will fall to the bottom of the TA ranking list for 5th semester teaching appointments.

2.2.2 Study-abroad TAships will be counted towards the four (4) semesters of teaching assigned time in our department.

2.3 In the interest of fostering and maintaining excellence in the instructional program of the Department, the usual initial appointment shall be for (2) sections of lower division Spanish depending on class availability and budget constraints.

2.4 Scheduling, course to be taught, and unit load will be determined by the Chair in consultation with the Director of language program.

3. TRAINING

- 3.1 Teaching Associates are required to participate in orientation and ongoing training activities. Such activities will include, but are not limited to: 1) Workshops held during the week prior to the beginning of classes each semester; 2) Periodic meetings during the semester; and 3. Enrollment during the first semester of teaching in either Spanish 770 or Spanish 561. [See Appendix IV for further details]
- 3.2 It is the policy of the Department that because the position of Teaching Associate is a training or apprenticeship opportunity, the Department will make a conscientious effort to help TAs in need of improvement of their teaching effectiveness and performance.

4. REAPPOINTMENT PROCEDURES.

- 4.1 **Letter of Intent from Continuing Teaching Associates.** Any TA who wishes to have his/ her appointment continued the following year must submit a letter of intent by the department deadline set by the Chair in a timely manner.
- 4.2 Reappointment for continuing Teaching Associates is based on an comprehensive evaluation of teaching effectiveness/performance produced annually in the spring semester by the **TA Review Committee** according to the following criteria.
 - Classroom observations by the Director of the Language Program, Coordinator and other faculty.
 - Student evaluations.
 - Attendance to required training workshops, meetings, and exam preparation.
 - Response to requests for copies of specified materials such as copies of the grade book or grades, and grade breakdown for each student, as well as other instructional material used in their classroom and/or quizzes, and, under special circumstances, daily lesson plans.
 - Active involvement in the undergraduate language program.

- G.P.A. and progress toward graduation in the TA's graduate studies will be considered in the reappointment process. All candidates for reappointment must meet academic standards as specified by university policy. [See *TA/GA Handbook* as stipulated in section "Criteria for the Position"].
- 4.3 **TA Review Committee** will also rank TAs based on this evaluation.
- 4.4 Reappointment will only be granted if the TA has received a satisfactory evaluation.
- 4.5 Leaving the TAship or GAship assignment once the semester has begun will be prejudicial towards future assignments.

5. TERMINATION OF APPOINTMENT

- 5.1 According to the CSU contract, if a TA fails to remain academically eligible, the university has five weeks to terminate the appointment. In addition students must demonstrate satisfactory academic progress as a student (maintaining a 3.0 GPA in all program-related coursework) and perform assigned duties satisfactorily (including attendance at attend required meetings) or they may be reassigned to other work. Students may be denied reappointment if they do not carry out assignments in a satisfactory manner or if they become subject to academic or other disciplinary action. Reappointment may be denied for budgetary or enrollment considerations. Conditions of appointment are specifically outlined on the Statement of Terms and Conditions which must be read and signed by the student in order for the appointment to be valid. [see *TA/GA Handbook*]
- 5.2 Departments may recommend termination to the Dean of the college, but removal from an assignment for academic reasons requires the concurrence of the Graduate Dean. The Dean of Graduate affairs, also may initiate the termination of an appointment if the Dean determines that a student's academic progress is unsatisfactory. Only the president of the university or the president's designee may terminate an appointment. In all cases, the student shall be given appropriate notification. [see *TA/GA Handbook*]
- 5.3 A Teaching Associate who fails to perform his or her instructional duties up to departmental standard of norms of professional conduct may be subject to sanctions as prescribed in the Unit 11 Collective Bargaining Agreement.

6. DOCUMENTS TO BE MAINTAINED IN DEPARTMENTAL STUDENT FILE.

- Master copy of Application Form (Appendix I.)
- Master copy of Faculty Recommendation Form (Appendix II.)
- Sample copy of interview format and sample of interview questions (Appendix III)
- Sample copy of outline detailing TA training (Appendix IV)
- Teaching Associate Acknowledgement of Receipt and Review of Departmental Policies and Procedures Regarding Employment (Appendix V)

**SAN DIEGO STATE UNIVERSITY
DEPARTMENT OF SPANISH AND PORTUGUESE LANGUAGES AND LITERATURES**

FACULTY RECOMMENDATION FORM
For candidate applying for Teaching Associate Position

Please type or print in black ink

Applicant: *Please complete this top section*

Applicant's name: _____

I, the applicant, hereby waive my right of access to this letter: ____ YES ____ NO

FACULTY MEMBER: PLEASE COMPLETE THIS SECTION

1. How well do you know this applicant? (Check the most appropriate response)
 ____ Extensive contact as advisor or in a small class
 ____ Well acquainted in a classroom environment
 ____ Limited contact in a classroom environment
 ____ Not very well

2. In comparison with other students whom you have known at comparable stages of their academic careers, please rate this applicant in the following areas. Write in the most appropriate number:

5 = Excellent	4 = Good	3 = Average	2 = Below Average	1 = Unable to judge
____ Academic Ability			____ Oral Proficiency in Spanish	
____ Motivation			____ Written Proficiency in Spanish	
____ Maturity			____ Oral and Written Proficiency in English	
____ Enthusiasm				

PLEASE CHECK ONE OF THE FOLLOWING: Of students I have known and worked with, the applicant would rank in the:

____ Upper 1% ____ Upper 5% ____ Upper 10% ____ Upper 15 % ____ Other % estimate

3. REMARKS. Based on your knowledge of the applicant, please comment on his/ her potential to develop into an effective instructor of lower-division Spanish. Please assess relative strengths and weaknesses.

Printed Name of Faculty recommending: _____ Signature: _____ Date: _____

Position/Department: _____ Institution: _____

***PLEASE RETURN TO: DEPARTMENT OF SPANISH AND PORTUGUESE
San Diego State University, San Diego, CA 92182-7703***

SAN DIEGO STATE UNIVERSITY DEPARTMENT OF SPANISH AND PORTUGUESE LANGUAGES AND LITERATURES

GENERAL INTERVIEW FORMAT FOR THE TEACHING ASSOCIATE

All applicants for a Teaching Associate position in the Department of Spanish and Portuguese Languages and Literatures are required to meet with the Teaching Associate Selection Committee for an interview to be conducted in Spanish and English. Applicants should check with the departmental office to schedule their interview. The oral interview will assess relative strengths and weaknesses in the following areas: oral proficiency in Spanish and English, motivation for the position applied for, poise under pressure, general knowledge of the structure and usage of the Spanish and English languages, and overall common sense, as applied to the classroom situation. The purpose of the interview is to assess the potential of the candidate to become an effective language instructor in the Department. (*NOTE: other arrangements, e.g. a phone interview, may be made for those qualified candidates who are unable to travel to San Diego State University for a personal interview.*)

I. EXAMPLES OF TYPES OF GENERAL QUESTIONS THAT MAY BE ASKED

- A. ¿Qué cualidades debe tener un buen profesor de español?
- B. ¿Qué variedad de español se debe enseñar en nuestras clases?
- C. ¿Qué importancia se debe dar a la incorporación de elementos culturales en la enseñanza del español?
- D. ¿Qué papel le da a la gramática en la enseñanza del español?

II. EXAMPLES OF TYPES OF SPECIFIC QUESTIONS THAT MAY BE ASKED

- A. Un alumno dice: **Mi amigo es en casa.** ¿Qué haría usted?
- B. ¿Cómo incorporará Ud. el que haya variantes léxicas regionales en el uso del español? Es decir, si un estudiante dice **palta** por **aguacate**, **guajolote** por **pavo**, **guagua** por **autobús** o **recámara** por **habitación**, ¿cómo reacciona Ud.?
- C. Un alumno está leyendo el periódico en clase. ¿Qué haría usted?
- D. ¿Cómo ve usted la relación entre un TA y el director (y/o coordinador) del programa?

Appendix IV

SAN DIEGO STATE UNIVERSITY DEPARTMENT OF SPANISH AND PORTUGUESE LANGUAGES AND LITERATURES

TEACHING ASSOCIATE TRAINING FORMAT

A. INITIAL WORKSHOP/ORIENTATION MEETINGS

A three -day training workshop will be offered for Teaching Associates during the week before classes each semester. In addition, there will be three general Professional Development Workshops and scheduled biweekly meetings for new Teaching Associates alternating course Attendance is required of all new and continuing Teaching Associates as scheduled as a condition to their teaching contract with the department. The workshop will include but not be limited to:

1. Introduction to philosophy of text and method.
2. Practicum (demonstrations of sample lessons).
3. General resources (LARC, Instructional Technology Services, etc.)
4. Departmental resources (tape recorders, AV equipment, copy machines, etc.)
5. Experience sharing (by experienced Teaching Associates and/or Part-Time Lecturers)
6. Organizational tasks (syllabi, daily lesson planning, etc.)
7. Policy questions: grading, significance of grades, arranging substitutes, add/drop procedures (“crashing”), control of the classroom environment (disruptive students, etc.), office hours, class visitations (by Lower-Division Director, Coordinator, Chair of the Department).

B. ONGOING TRAINING

1. Each semester the Director of the language program, the Coordinator or other designated faculty members will make visitations to classes being taught by Teaching Associates.
2. Individual conferences will be scheduled after classroom visits to discuss the TA’s teaching performance as part of his/her ongoing training.
3. Each semester there will be professional development workshops meant to assist all TA in the ongoing training process. **Attendance to these workshops is mandatory.**
4. Teaching Associates will be informed of new resources and developments in the field of Second Language Acquisition in order to further their familiarity with pedagogical methodologies.

Appendix V

SAN DIEGO STATE UNIVERSITY DEPARTMENT OF SPANISH AND PORTUGUESE LANGUAGES AND LITERATURES

TEACHING ASSOCIATE ACKNOWLEDGMENT OF RECEIPT AND REVIEW OF DEPARTMENTAL POLICIES AND PROCEDURES REGARDING EMPLOYMENT

I hereby acknowledge that I have received, reviewed, and understood the policies and procedures (which are in accordance with the Senate Policy File and the Graduate Division and Research Handbook) of the Department of Spanish and Portuguese Languages and Literatures regarding the employment, duties, and performance of a Teaching Associate in the Department.

Name (Please print)

Signature

Date

Please return this form to the Lower-Division Director or Coordinator by _____.