

First- and Second-Year Spanish Assistant Appointment Policies (9.15.03)

The Graduate Assistantship in Teaching Application is available at the PSU FLL website: <http://fl.pdx.edu>, under Applications. You must be regularly admitted to the university and the graduate college in order to be a teaching assistant. The Spanish Section, in consultation with the FLL Dept, has agreed on the following hiring criteria for Spanish teaching assistants.

Appointments in First- and Second-Year Spanish is guided by, but not limited to, the following criteria:

Priority goes to:

- | | | | | |
|--|---|---|---|--|
| 1. PSU FLL students in the first and second year of their Spanish MA or MAT program.* | 2. Candidates who have been “regularly admitted” to the MA/MAT Spanish program and who are making good progress in their program of study. A minimum GPA of 3.0 is required in all coursework. Grades of P are not acceptable. | 3. Candidates with native or near-native fluency and extensive knowledge of Spanish grammar. An ACTFL rating of Advanced High in writing and speaking is required for admittance to the MA and MAT programs. | 4. Candidates with demonstrated good teaching skills or the potential for good teaching. | 5. Candidates who work well with the Coordinator and their colleagues.† |
|--|---|---|---|--|

In assigning schedules to instructors, the Coordinator will strive to:

1. avoid assignments that conflict with the assistants’ MA courses at PSU.§
2. avoid assignments that conflict with the assistants’ medical needs.
3. avoid assignments that conflict with the assistants’ care giving needs for dependents, such as children or sick parents.
4. maintain a just rotation through the less desirable teaching times.

Assistant priorities:

The Spanish assistants’ first priority is successful completion of the MA/MAT program. Their second priority is teaching Spanish at PSU, as doing so provides a tuition remission for their graduate studies, economic assistance for living, and valuable instructional and training experience. External jobs are highly discouraged. External job schedules are not considered in assignment decisions. Additional jobs at PSU violate PSU graduate assistant hiring policy.

*The student must be enrolled for 8 graduate credits, for a grade other than P/NP, plus *SPAN 509 Practicum* each term in order to teach. S/he must complete *SPAN* or *FL 560 Principles of Scholarly Research* during his/her first Fall term in the MA/Mat program. S/he must complete *FL 598 Methods of Teaching Foreign Languages* during his/her first Winter term in the MA/Mat program. S/he must complete the First- or Second-Year Spanish training program prior to employment (contact Dr. Sanders at 503.725.5296 for details). A significant portion of the training is offered only between Sept. 16 and the beginning of Fall courses. Fall contracts begin Sept. 16. Potential assistants must be available to work on any work days between Sept. 16 and the beginning of Fall courses. Employment is not guaranteed.

† Attendance of all *SPAN 509 Practicum* sessions is mandatory.

§ The Coordinator will gather assistant course-registration information directly from the PSU Online Registration System, not from word of mouth or letter. If the assistant is not registered for a course, the Coordinator will assume that the assistant is available at the time that course is offered. Graduate student registration begins about six weeks before courses begin, please register ASAP.