

GUIDELINES FOR GRADUATE ASSISTANTS IN LANGUAGE TEACHING **Department of East Asian Languages and Literatures**

I. APPLICATION PROCEDURES

- a. An application form and recommendation forms may be obtained from the Department Office, Moore Hall 382.
- b. Submit application, three letters of recommendation, cassette tape recording of (1) self-introduction in the target language (language to be taught); (2) conversation in the target language with a(nother) native speaker of it, preferably with a person of the opposite sex (if it is with a person of the same sex, identify yourself in the dialogue so that we know which of the two is you); (3) self-introduction in English. (Maximum recording time: 15 minutes)
- c. All documents including the tape recording must reach the Department by the advertised deadline.

II. MINIMUM QUALIFICATIONS

- a. Matriculated graduate student for an advanced degree in the target language program of the Department or a related field.
- b. Sufficient bilingual fluency in the target language and English (minimum TOEFL score: 600) to be able to teach effectively. Previous residence in the country of the target language desirable.

III. DUTIES AND RESPONSIBILITIES

The Department's immediate concern is to train inexperienced teaching assistants in the shortest time possible before and during their first semester of teaching, without taking excessive time and energy away from their graduate studies. Direct supervision and observation will be heaviest in the first semester of teaching and gradually withdrawn as the GA acquires more experience in his/her assignment.

A. Orientation

New graduate assistants must report to the Department at least two weeks before the first day of instruction so that they will be available for course coordination meetings, consultation with their faculty co-teacher, and for the Center for Teaching Excellence week-long GA Workshops which all GAs are expected to attend. (Those arriving from out of state are advised to find housing and settle in before the coordination meetings begin.)

All new foreign graduate assistants are advised to apply for their Social Security Numbers as soon as possible.

Orientation for new GAs will cover such topics as the administrative structure of the Department, rules and regulations that GAs must observe in performance of their teaching duties, organization of courses in the undergraduate program, placement of students, the Foreign Language Lab, use of audio-visual materials, and detailed descriptions of lower-level skill courses to which the GA will be assigned. After the orientation and during the registration period, a GA should consult with his/her supervisor or co-teacher in detail concerning the textbook(s) to be used, other related instructional material, coverage in the semester, teaching methods and procedures, and day-to-day classroom activities.

B. Responsibilities with regard to teaching

1. GAs must regularly attend section or coordination meetings of the course they teach.
2. During their first semester, new GAs will receive training in the Department either through a practicum course, such as JPN 620, or through co-teaching with an experienced teacher (will do supervised teaching of about a third of the daily classes). He/she is expected to attend every class with the teacher. He/she is also expected to observe another section of the same course for at least 20 hours for the semester.
3. When co-teaching, GAs will assist in the preparation and grading of homework, quizzes, and examinations, but responsibility for the issuance of final course grades will ultimately rest upon the experienced faculty member with whom the GA is assigned to teach.
4. When a GA teaches independently, he/she is responsible for the preparation and presentation of materials, as well as for the grading of homework, quizzes, and examinations. The GA will, however, consult with his/her supervisor or course coordinator in the issuance of final course grades.
5. GAs must maintain regular office hours of at least two hours a week, preferably during two different class periods, and should make themselves as accessible as possible to the students they teach.
6. GAs must administer student evaluations in all the courses that they teach.

C. Other duties and responsibilities

1. While the teaching load for GAs is normally 10-12 contact hours per academic year, GAs are expected to spend a minimum of 20 hours per

week (including classroom time) in their teaching and other related responsibilities given above.

2. GAs must attend departmental meetings and keep informed of new policies and regulations announced in memos at such meetings. They must be careful not to give outdated information regarding courses and curricula to their students.
3. GAs are expected to expand their knowledge of language teaching methods, as well as their knowledge of the target language. To this end, GAs are expected, among other things, to participate in local professional organizations and seminars or colloquia regularly scheduled in their respective language programs.

IV. TERM OF ASSISTANTSHIP

- a. A graduate assistantship is normally granted on a yearly basis. Renewal is possible for the second year (third year for Ph.D. students). However, such a renewal is not automatic. The GA will be observed carefully with regard to his/her teaching performance and academic progress. The GAship may be terminated during the academic year if he/she is evaluated poorly in either of these two areas. A non-EALL major graduate assistant must submit a new application for consideration for a second year. Please see the attached guidelines (Graduate Assistant Selection/Renewal Criteria) for further information on the selection and renewal process.
- b. The maximum length of time that a Ph.D. student can be a GA is six semesters, including semesters while an M.A. student; for an M.A. student, four semesters.