

**Information on Graduate Assistantships for students in the M.A. in Spanish program  
(updated 2008-2009: see GA/GTA handbook and Bulletin for more information)**

There are generally two to three Graduate Assistantships available for each academic year: there are two teaching assistantships each year, and every two years there may be an assistantship available to help with the Community Language School.

The deadline for application for either kind of assistantships is **May 1**. To apply, students should complete the G.A. application online and submit it to the Graduate School; they forward a copy of each application to the department so that we may make the recommendation to the Dean of the Graduate School. For the assistantships granted in our department, the graduate faculty will select the recipients of the assistantships based on the following criteria: undergraduate G.P.A. in Spanish, proficiency level in Spanish, and teaching experience. **Please be sure to send to the department**, either with your original application or directly to the graduate coordinator, any materials that document your achievements in these areas. Types of documents that may be useful, but are not required, include letters of recommendation from anyone who has observed any teaching you may have done, an ACTFL proficiency score (formal or informal), or a statement of interest from yourself.

The GA position provides a generous stipend for full-time students in their first year of graduate work (about \$10,000 for the 9-month academic year) while they study and gain valuable work experience. Although there is no tuition remission at UCA, the stipend amount covers tuition expenses, providing some additional money for living. It is not expected that Graduate Assistants will have additional jobs (given that the assistantship requires 20 hours of work and full-time enrollment in graduate classes), but it may be permitted in consultation with the graduate coordinator and chair.

Graduate Assistantships provide a stipend in exchange for 20 hours per week of work related to the degree program. Graduate Assistants in Spanish have a special opportunity to work with students and faculty our dynamic language program to gain valuable experience. In the first year, a GA usually completes the following plan:

**Fall semester**

- | Shadow an instructor in one section of SPAN 1310, learning techniques and helping with activities.
- | Teach one section of SPAN 1111 (a supplemental 1-credit class of extra practice activities for SPAN 1310 students).
- | Participate periodically in pedagogical discussions with the graduate coordinator.
- | Tutor students by appointment
- | Help with UCA's Community Language School

**Spring semester**

- | Teach a one-credit conversation practice course for beginning and intermediate students.
- | Teach one section of SPAN 1310, with support from the Graduate Coordinator as well as a faculty mentor
- | Continue to tutor individual students by appointment.
- | Help with UCA's Community Language School.

In their second year, following successful observation in their assigned classes, qualified students (not on probation, with no pending incompletes) may continue teaching in the second year, both within the department as well as in the Community Language School at UCA. In all cases, second-year students will be paid according to the classes they teach. With two 3-credit classes, before taxes, this salary would be slightly more than the first-year assistantship.