

GA/TA responsibilities for MA in Spanish (revised May 2008)

Philosophy

The UCA Graduate School requires that tasks assigned to graduate students “must be clearly and justifiably consistent with the student’s educational and career objectives.” There are two categories of Spanish M.A. graduate assistants: Graduate *Teaching* Assistants work in three areas related to their degree program: tutoring, research, and teaching (as determined by the graduate coordinator and department chair. Other Graduate Assistants work with the Community Language School in three areas related to their degree program: development of curricula and materials, publicity and communication, and teaching, as determined by the CLS director, the graduate coordinator, and the department chair.

Graduate Teaching Assistants

Funding and workload: \$11,334 for 9 months (GTA)

Graduate Teaching Assistantships

Each graduate assistantship funded by the Graduate School requires 20 hours of work related to the degree program. Any teaching assignment can only be offered contingent upon enrollment and the approval of the President. Normally, only students who have completed 9 hours of graduate course work will be eligible for assignment to 3-credit classes. Students with prior teaching experience may be offered such teaching assignments earlier at the discretion of the graduate coordinator and chair. MA students who accept a Teaching Assistant position will be required to teach one section of Spanish 1111 (“Basic Spanish Communication) in the fall semester of their first year and will also attend one section of Spanish 1310 (or other introductory Spanish class) in which they will observe the teaching methods of the faculty member and participate in class activities. This will serve as preparation for the second semester (normally the spring term) in which the GTAs will teach both a one-credit conversation class and a section of elementary Spanish (usually Spanish 1310). The GTAs are expected to hold regular office hours for each class that they teach. The GTAs will undergo classroom evaluations during both semesters by the chair and the graduate coordinator.

During both semesters, GTAs will be responsible for tutoring and other appropriate activities in addition to their teaching responsibilities to make a total of no more than 20 hours per week. The GTAs will report to the department no later than 1 week before the start of classes in order to arrange and coordinate their tutoring schedule, to be trained, and to prepare their classes for the semester. The GTAs will be responsible for recruiting elementary students to their one-credit classes, including visiting all elementary sections of Spanish during the first week of classes and creating flyers and other necessary forms (with the assistance of the graduate coordinator). They are also responsible for advertising their tutoring schedule and keeping the assigned hours throughout the semester in the Language Learning Center (Irby 209). On some occasions, the GTAs may be asked to reassign some of their tutoring hours to assist with appropriate tasks, such as substituting classes or research projects, with the prior approval of the graduate coordinator. They are also responsible for meeting regularly with the coordinator to review teaching and other responsibilities.

Graduate Assistants (CLS)

Funding and workload: \$8,734 for 9 months (GA-CLS)

Graduate Assistantships with the Community Language School

Each graduate assistantship funded by the Graduate School requires 20 hours of work related to the degree program. In the case of GAs assigned to work with the Community Language School, these hours will be

assigned by the director of the CLS, in conjunction with the graduate coordinator, to work in various projects, as listed below:

- Meet with CLS director and/or department chair on a regular basis to assess progress of projects and assign new ones
- Create, organize and distribute curricular materials and plans for all classes in conjunction with CLS director
- Create and assist in distributing publicity and informational materials
- Assist CLS director in organizing class lists, contacting parents and organizing contact information
- Create student identification tags, classroom signs, organize and maintain student materials
- Attend registration and family events to assist with enrollment
- Organize Bear Den activities and volunteers; run Bear Den when graduate class schedule permits
- Assist CLS and LLC directors in designing and maintaining website
- *Summer programs*: assist in developing curriculum, classes, schedule, publicity materials for summer programs (Spring semester)

Graduate Assistants assigned to the CLS may also be asked to teach a community class, depending on their own class schedule, their teaching experience and ability, and the needs of the CLS, as determined by the coordinator, the department chair, and the director of the CLS. If the class is to be counted as part of their 20-hour load, they will not receive additional pay. However, if the CLS needs an additional class and a GA is approved to teach it beyond their hours (by agreement of the coordinator, chair, and director), s/he may receive the appropriate additional pay under those circumstances.