Some Guidelines for Spanish TA’s:

Generally, TA’s in the Spanish graduate program contribute to the department’s instructional mission in three ways:

a) providing assistance to professors
b) working as facilitators in the Spanish Conversation Center
c) teaching in the classroom as the instructor of record

Assistance to professors. Typical duties expected of a TA assisting a professor are: assisting in the classroom; leading conversation groups; grading (tests and quizzes); grading (compositions); preparing materials; preparing online activities; doing online searches and/or other research for classes, etc. This kind of assistance should be related to the professor’s teaching duties and carried out with clear and appropriate supervision and direction from the professor. If a task is to be done without the instructor present, the TA should be given clear instructions.

Faculty members have been instructed to seek help from other faculty members when they need a temporary substitute. Eligible TA’s called upon to serve in this capacity should be given clear instructions about what to do in class (a copy of the textbook and any ancillaries needed, a lesson plan with copies of any handouts, quizzes, etc., to be distributed or given). The TA is not responsible for making the copies nor is he/she responsible for paying for the copies. The instructor should make all copies or provide copies to be made without any expense on the part of the TA. The FLRC should not be used by TA’s to make multiple copies of materials for professors’ classes; the professor should copy those or print them from his/her own computer.

Centro de Conversación. Insofar as is possible, each TA’s duties will include a number of hours per week in the Centro de Conversación / Conversation Center located in Leutze Hall 124. The Conversation Center is a service to students and to others in the university community who wish to practice Spanish conversation skills outside the classroom setting. Rules and guidelines for the center:

• Arrive on time and stay until the end of your scheduled time. If you are going to be late, please call ahead (962-3340) so that the department staff can put a note on the door of the center indicating the approximate time of your arrival. If an absence is unavoidable, make every effort to get a fellow TA to cover for you, with the understanding that you will reciprocate at some time in the near future. If you cannot arrange for a substitute, call the department office and ask that a note cancelling your session be placed on the door of the center.
• While in the center, always speak to the students in Spanish adapting pace and pronunciation to the students’ level.
• Be aware of the textbook that the student is using and adapt the conversations to vocabulary and structures that the student knows or is expected to learn.
• This is not a tutoring center. It is a place for students to improve language skills (especially speaking and listening skills) through practice. The University Learning Center provides tutoring for students in basic studies classes.

• This is not a center for “getting help with homework and writing assignments.” Do not correct homework exercises or compositions for the students. Do not correct anything that the student will subsequently turn in for a grade.

• Please maintain a record of student attendance for department and instructor use.

• Be cordial, pleasant and encouraging.

• Follow additional guidelines and instructions which the conversation center coordinator may give you either orally or in writing.

A limited number of TA’s may serve as the instructor of record in the classroom each semester. However, these TA’s must have already accumulated 18 graduate credit hours in Spanish, including the course SPN 550. Other criteria, requirements and expectations are outlined in the separate document entitled “TA Guide for Those Preparing for Classroom Teaching.”

**TA duties and University Learning Center.** Your duties as a TA should not conflict nor be confused with your duties as a tutor in the Learning Center. You should not use your position as a TA (and facilitator in the Conversation Center) to recruit students for tutoring in the Learning Center. This is seen as a conflict of interest. The instructors (not the TAs) should refer students to the Learning Center; the Learning Center is responsible for assigning tutors for the students.

**TA Offices.** Each TA has an office assigned to her/him. Office assignments and delivery of keys will be made by the graduate coordinator in collaboration with Mrs. MacLennan. Problems with offices and/or keys should be reported to the graduate coordinator or Mrs. MacLennan.

**Evaluation.** At the end of each semester the professors with whom TA’s have worked will complete an evaluation form on the TA’s effectiveness.

Useful telephone numbers:

Dept. of FLL 962-3340 (Ms. MacLennan); 962-7684 (Ms. Kelley)