

Department of World Languages and Literatures
San José State University



SPANISH MA TEACHING ASSOCIATE HANDBOOK 2019-2020

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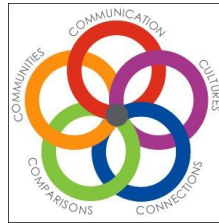
Introduction

Welcome! The Department of World Languages and Literatures at San José State University is pleased to offer Spanish MA students the opportunity to participate in a comprehensive second language acquisition Spanish teacher training program. Our goal is to provide our graduate students with an opportunity to receive training and classroom teaching experience that will help them successfully achieve their career goals. We provide our program participants with a strong theoretical preparation in the field of Spanish Second Language Acquisition, which supports their practice as they teach one full year of Elementary Spanish. Our rigorous program aims to prepare our students to become successful Spanish teachers at the middle school, high school, and college levels of instruction. Moreover, these positions are intended to provide financial support and supervised teaching experience for outstanding graduate students enrolled in the SPANISH MA Program. Teaching Associates are part of the instructional staff of the University who provide support for instruction or, under faculty supervision, may be assigned as the instructor of record for a course.

Program Overview

The selection process for the Spanish MA Teaching Associate Program takes place in the Spring (usually April). Selected students will teach Spanish 1A in the Fall and Spanish 1B in the Spring of the following year. During the Fall Semester, Teaching Associates will take a four-unit course with the Teaching Associate Coordinator. This Fall course will vary every year as the Teaching Associate Coordinator sees fit. During the Spring Semester, Teaching Associates will meet with the Teaching Associate Coordinator as a group once a week, but will not be taking a required course. The SJSU Department of World Languages and Literatures' approach to teacher training entails offering students a strong theoretical background in Second Language Acquisition Pedagogy. Students will learn about the evolution of Second Language Acquisition Pedagogy during the 20th and 21st centuries in order to gain insight into current approaches to teaching in this field. Additionally, in theory and in practice, Teaching Associates will become familiar with the most up to date approaches to teaching Spanish, which are centered on guidelines provided by the [American Council on the Teaching of Foreign Languages](#) (ACTFL). Teaching Associates will employ communicative, task-based strategies towards teaching Spanish 1A and 1B as they simultaneously plan lessons, develop curricula, and create assessments. They will also learn how to use a textbook (*Mosaicos* 6th Ed.) and its online components (My Spanish Lab) to develop a semester-length curriculum and daily lessons. At the same time, Teaching Associates design original, creative activities that enhance and complement textbook material. Additionally, Teaching Associates learn how to connect My Spanish Lab with CANVAS, San José State's online course platform. As a result, students that successfully complete the Spanish MA Teaching Associate Program in the SJSU Department of World Languages and Literatures will graduate with a solid understanding of the field of Second Language Acquisition and hands on experience in elementary Spanish curriculum design, assessment development, lesson planning, use of technology as a pedagogical tool, and classroom teaching.

American Council on the Teaching of Foreign Languages



The Elementary Spanish Program (SPANISH 1A/B) in the Department of World Languages and Literatures at San José State University follows ACTFL World Readiness Standards for Learning Languages. Students enrolled in Spanish 1A and 1B focus on Communication, Cultures, Connections, Comparisons, and Communities as they engage in interpersonal, interpretive, and presentational activities during each class session. Therefore, Teaching Associates learn how to create curriculum, assessments, and lesson plans that strictly adhere to ACTFL standards for learning languages:

- Communication (Interpersonal, Interpretive, Presentational)
- Cultures (Relating Cultural Practices to Perspectives, Relating Cultural Products to Perspectives)
- Connections (Making Connections, Acquiring Information and Diverse Perspectives)
- Comparisons (Language Comparisons, Cultural Comparisons)
- Communities (School and Global Communities, Lifelong Learning)

Gaining an understanding of the cultures that speak the language is essential to being able to use the language to communicate effectively in a globalized world. Moreover, gaining insight into other cultures and making comparisons with their own is an essential element of a humanities education.

Task-based assessments, cultural projects, and in-class activities are geared towards helping students use the language in a real, practical manner, while simultaneously gaining empathy for others, understanding a plurality of cultural perspectives, gaining insight into their own community(ies), learning lifelong skills, and attaining personal growth.

SPANISH 1A and 1B Curriculum

SPAN 1A Course Catalog Description:

Basic skills and structure of the language in the context of culture.

Spanish 1A is a 4-unit course designed for students who have never studied Spanish before. This course focuses on the acquisition of basic communicative structures—vocabulary, correct pronunciation, and writing—within a relevant cultural context. The course aims to enable student communication in the target language as quickly as possible. Therefore, instruction will be conducted almost exclusively in Spanish. Students are expected to participate in all class activities and complete homework assignments designed to develop reading and writing skills. Students will be evaluated according to their progress in the five areas: speaking, oral comprehension, reading, writing, and knowledge of the cultures that speak Spanish. Since priority is given to the development of students' speaking and oral comprehension skills, in class participation is an essential component for succeeding and earning a good grade.

SPAN 1B Course Catalog Description:

Course Description: Basic skills and structure of the language in the context of culture.

Spanish 1B is a 4-unit course designed as a continuation of Spanish 1A. Spanish 1B focuses on the acquisition of basic communicative structures that build upon material learned in Spanish 1A—vocabulary, correct pronunciation, and writing—within a relevant cultural context. The course aims to enable student communication in the target language as quickly as possible. Therefore, instruction will be conducted almost exclusively in Spanish. Students are expected to participate in all class activities and complete homework assignments designed to develop reading and writing skills. Students will be evaluated according to their progress in the five areas: speaking, oral comprehension, reading, writing, and knowledge of the cultures that speak Spanish. Since priority is given to the development of students' speaking and oral comprehension skills, in class participation is an essential component for succeeding and earning a good grade.

SPAN 1A and 1B Course Content Learning Outcomes (CLO)

Upon successful completion of this course, students will be able to:

CLO 1: Achieve listening, speaking, reading and writing skills at ACTFL novice level.

CLO 2: Achieve speaking and listening skills necessary to deal with familiar survival situations.

CLO 3: Understand short, memorized sentences and phrases with contextual support.

CLO 4: Ask questions and respond to simple questions, statements and high-frequency commands.

CLO 5: Use courtesy formulas, idiomatic expressions and vocabulary appropriate to specific situations.

CLO 6: Provide personal background information in Spanish.

CLO 7: Develop reading comprehension to interpret written language for instructional and directional purposes, and standardized messages (menus, schedules, maps, signs, etc.).

CLO 8: Recognize and produce basic grammatical structures and meaning.

CLO 9: Identify cultural perspectives of Spanish-speaking countries and peoples.

CLO 10: Be familiarized with renowned authors from different countries and gain an appreciation of the heritage of the Spanish-speaking world.☐

Please Note: SPAN 1A also fulfills the GE C2 Letters area requirement.

GE C2 Area Learning Outcomes (GELO)

Upon successful completion of this course, students will be able to:☐

GELO 1. Recognize how significant works illuminate enduring human concerns.☐

GELO 2. Respond to such works by writing both research-based critical analyses and personal responses.

GELO 3. Write clearly and effectively.

These outcomes will in part be achieved through the incorporation of assignments, class activities, and take-home projects related to the art, film, music, and literature of the Spanish-speaking world.

General Education Research and Writing Requirement Assessment☐

The minimum writing requirement is 1500 words in a language and style appropriate to the discipline. Significant writing is produced through in-class and homework compositions and general writing assignments. By the end of the semester, students write at least 750 words as in-class and at-home writing exercises. Midterm and final exams will include at least 100 words of writing each. Writing assignments are assessed for grammar, clarity, structure, vocabulary, content, and coherence.

Required Text and Online Workbook

Our textbook, *Mosaicos*, was selected because it most closely models the WLL approach to teaching language through culture. Textbook and online workbook: *Mosaicos: Spanish as a World Language*, Sixth edition, Plus MySpanishLab with eText (multi-semester access) -- Access C, 6/E (Unbound Textbook with MySpanishLab

Access Code) ISBN: 9780133906769 Authors: Castells, Guzmán, Lapuerta, Liskin-Gasparro.

Application

Applications for Teaching Associate Positions are available during the Spring Semester prior to the program year. The Spanish MA Teaching Associate Program in the Department of World Languages and Literatures at San José State is designed for graduate students with little or no background in either teaching practice or Second Language Acquisition Theory. However, all interested Spanish MA graduate students are encouraged to apply.

Criteria:

Spanish MA Graduate Students interested in becoming Teaching Associates must:

- have completed (or be in the process of completing) one full year of graduate study in the Spanish MA program in the Department of World Languages and Literatures at SJSU.
- be enrolled as a classified graduate student (implies fulfillment of the written English requirement, the completion of any preconditions, and having taken FORL 200).
- have taken at least one graduate course (200 level) in each of the following areas: Linguistics, Literature, and Culture.
- maintain a GPA of at least 3.3 in coursework towards graduate credit.
- be enrolled in at least 3 units of coursework each semester of their TA appointment, unless they have fewer units remaining for the completion of the degree.
- demonstrate superior language skills in the target language.
- demonstrate excellent communication skills in English.

Process:

1. Write a 2 page (double spaced times new roman) statement of purpose in English detailing 1) qualifications for the position, 2) reason for applying, 3) connection between program participation and career goals, and 4) expectations for growth from participating in the program.
2. Provide 2 references from tenure line professors in the Spanish MA program in the Department of World Languages and Literatures ascertaining your ability to successfully participate in the program and maintain excellent academic standing.
3. Submit official or unofficial transcripts.
4. Provide certification from the Spanish MA Program Graduate advisor of current successful progress towards degree.
5. Interview with the Teaching Associate Coordinator in both Spanish and English.

Selection:

- Teaching Associate Applications will be reviewed by the Department of World Languages and Literatures. Final appointments are made by the Dean of the College of Humanities and the Arts at San José State University.
- Candidates that pass an initial application screening will be invited for an interview with the Teaching Associate Coordinator.

Assignments:

- Teaching Associates in the Department of World Languages and Literatures are typically assigned one SPAN 1A section in the Fall semester and one section of SPAN 1B in the Spring semester. TA assignments may not exceed six WTUs (weighted teaching units) of lecture/discussion sections or eight WTUs of laboratory sections.
- Teaching Associates are expected to teach 2 semesters consecutively.
- Teaching Associates may not teach more than a total of 4 semesters (consecutively or non-consecutively).
- Teaching Associates may not be employed by the university for more than 20 hours per week in any combination of assignments (TA, GA, RA-or other campus employment) during regular session.

Qualifying to teach more than one course:

- The Department of World Languages and Literatures might be able to offer Teaching Associates an additional course or courses depending on variables including, but not limited to, program needs, scheduling conflicts, and enrollment. However, additional courses are not guaranteed, even if offered. In order to be considered for this opportunity, TAs must demonstrate outstanding performance in meeting the above application criteria and program requirements. Being offered an additional class is at the sole discretion of the Teaching Associate Coordinator.

Qualifying to teach more than two semesters:

- The Department of World Languages and Literatures might be able to offer Teaching Associates an additional semester depending on variables including, but not limited to, program needs, scheduling conflicts, and enrollment. However, additional courses are not guaranteed, even if offered. In order to be considered for this opportunity, TAs must demonstrate outstanding performance in meeting the above application criteria and program requirements. Being offered an additional class is solely at the discretion of the Teaching Associate Coordinator.

Salary:

- Teaching Associates are appointed at the rank of TA. The Dean's letter of appointment specifies the salary placement within the TA range. TAs will be

paid in five monthly installments per semester, on the same disbursement schedule as regular faculty.

Financial Support for Graduate Studies

- Teaching Associates provide an important contribution to the University, therefore in recognition of their service, San José State University provides a Teaching Associate Fee Waiver.
- To be eligible, graduate students shall be enrolled in a minimum of three units of coursework per semester and in "classified status" in a graduate program of study.

Rights:

- Teaching Associates hold a status similar to paraprofessionals or colleagues in training, and deserve to be acknowledged appropriately in their role.
- Teaching Associates are not faculty members.
- Teaching Associates have the right to:
 - receive adequate training and supervision
 - receive feedback from the Department Chair and Teaching Associate Coordinator
 - fair and equitable treatment and due process in the review of any complaints filed by them or against them
 - access their personnel records
 - privacy in personnel matters
- Teaching Associates do not have voting rights in departmental governance. As graduate students, however, they may be granted voting privileges on certain departmental committees as permitted by policy.
- Teaching Associates are not included in a collective bargaining unit, but are protected by all state and federal regulations regarding working conditions and fair employment practice.
- Questions on these rights can be addressed to the Teaching Associate Coordinator, the Department Chair, the Dean, and the Office of Faculty Affairs.

Program Requirements

Participation in the Spanish MA Teaching Associate Program requires:

- a two semester (Fall through Spring of the current academic year) commitment to teaching SPAN 1A and 1B for the Department of World Languages and Literatures at San José State.
- scheduling flexibility, including graduate coursework. TAs must be available to teach at any time assigned by San José State and have 2 office hours per week per semester. Please note that schedules are subject to change at any time.
- availability to take the mandatory Fall course, to participate in weekly meetings during the Spring semester, to take any necessary online or in person technology training courses, and to attend necessary TA meetings such as orientation.
- participation as part-time faculty in departmental activities, including but not limited to: mandatory duty day meetings and campus events that require departmental representation.
- an ability and willingness to collaborate and be a “team player.” Teaching Associates work as a cohort under the supervision of the Teaching Associate Coordinator. Together, they develop lessons and course materials in order to provide undergraduate students with the best instruction and, in many cases, introduction to the Spanish Program. Teaching Associates are instrumental in strengthening the first year Spanish language program in the department and must maintain high standards in their instruction making sure to be on track teaching the same lessons as their peers, at the same pace, and with equal rigor (grading criteria).
- initiative and a willingness to adapt to unforeseen circumstances and/or unexpected curricular modifications and course scheduling.

Teaching Associate Program Expectations

Participation in this program is a privilege and is subject to meeting its expectations. Teaching Associates have the responsibility of providing the best education possible to Spanish elementary level students at San José State University and are expected to take this role very seriously. A Teaching Associate's performance reflects upon the Teaching Associate Coordinator, any other professors providing program guidance/support, and on the Spanish Program in the Department of World Languages and Literatures as a whole.

Teaching Associates are expected to:

1. Appropriately address the needs of San José State's diverse student population [age, ethnicity, cultural background, primary language, academic preparation/background] through course materials, teaching strategies, and advising.
2. Follow and uphold relevant university policies related to the responsibilities of instructional staff. Policies include, but are not limited to, sexual harassment, student privacy, equal opportunity and non discrimination, accommodation of disabilities, emergency preparedness, lab safety, faculty instructional obligations, and an understanding of FERPA and Title IX.
3. Spend 10.8 hours a week on duties related to the employment/appointment as a Teaching Associate. These hours include but are not limited to:
 - a. Teaching your lessons
 - b. Creating lessons
 - c. Answering student emails and holding office hours (2 hours per week)
 - d. Creating materials such as exams, quizzes etc.
 - e. Grading to provide timely feedback to students
 - f. Updating the course CANVAS site (grades, etc) promptly
 - g. Communicating with the Teaching Associate Coordinator
4. Fall: Take SPAN 160B or equivalent with the Teaching Associate Coordinator and fulfill all course requirements.
5. Spring: attend weekly meetings with the Teaching Associate Program Coordinator.
 - a. These meetings support the 10.8 hours per week TAs are supposed to be spending on teaching, lesson preparation, grading, supporting students, etc.
 - b. TAs will be given assignments for these meetings (lesson planning, material design, observations, lesson reflections).
6. Comply with mandatory departmental observations.
7. Collect student evaluations, either informal (in class) or formal (SOTEs).
8. Conduct themselves professionally. Respect others, be considerate with superiors, peers, and students.
9. Collaborate. Collaboration is key to the success of the Teaching Associate Program and to the department's elementary level Spanish courses 1A and 1B. This means that TAs must do their part always. Assignments for this program

(lesson planning, etc.) should be a first priority as colleagues and students will be affected adversely.

Appointment Termination

The Department of World Languages and Literatures and the College of Humanities and the Arts may terminate a Teaching Associate appointment for:

- not maintaining basic graduate eligibility criteria listed in this handbook, including but not limited to, GPA, successful progress towards degree, and appropriate unit enrollment.
- failing to adequately meet program requirements and expectations listed above in this Handbook.
- failing to meet basic instructional obligations.
- putting student safety and welfare at risk.
- failing to adhere to relevant University policies.

2019-2020 Spanish MA Teaching Associate Program

Spring 2019 Call for Applications:

The Spanish MA Program in the Department of World Languages and Literatures at San José State University is pleased to invite Spanish MA students to apply for 2019-2020 Teaching Associate Positions and participate in a comprehensive second language acquisition Spanish teacher training program. Our goal is to provide our graduate students with an opportunity to receive teacher training that will help them successfully achieve their career goals. We provide our program participants with a strong theoretical preparation in the field of Spanish Second Language Acquisition, which supports their practice as they teach one full year of Elementary Spanish. Our rigorous program aims to prepare our students to become successful Spanish teachers at the middle school, high school, and college levels of instruction. Moreover, these positions are intended to provide financial support and supervised teaching experience for outstanding graduate students enrolled in the Spanish MA Program.

Application Deadline: April 19, 2019 @ 12 PM

Application Materials to be submitted:

- application form available online:
https://docs.google.com/forms/d/e/1FAIpQLScNVieYUuqKgrD5I9sx3fb6vmmEThy1TXvZmYJSdVFdPWXwNg/viewform?usp=sf_link
- current curriculum vitae (CV)
- 2 page (times new roman, double spaced) statement of purpose written in English.
- 2 References from tenure line professors in the Spanish MA program in the Department of World Languages and Literatures at San José State
- current transcript (official or unofficial)
- certification of successful progress to degree from the Spanish MA Program Graduate Advisor

Please address questions to:

- kristine.adams@sjsu.edu
- vanessa.fernandez@sjsu.edu
- avizia.long@sjsu.edu

