SPANISH DIVISION: RESPONSIBILITIES OF MAJOR PROGRAM COORDINATOR

Meet with prospective students.
Send acceptance letters to new Spanish majors.
Keep the General Coordinator and the Spanish Division informed regarding students’ schedule needs.
Hold welcoming and information meetings with students.
Solve issues related to students’ progress and completion of degree.
Appoint mentoring duties among the Spanish faculty. Take care of students whose mentor is on sabbatical.
Design and send an exit survey to students who are about to graduate.
Co-organize the Spanish Symposium.