

## ***Part-time Faculty in the Spanish Language Program***

The Spanish division of the Department of Modern & Classical Languages offers language courses that have several sections. These sections constitute a “level” and are taught on a “team” basis. Several sections of these levels-Spanish 110,115, and 210-are taught by Teaching Assistants and adjunct faculty who work under the direction of one of two faculty members who provide specific guidance in the day-to-day workings of that level. These levels are part of the Spanish language program overseen by the language program coordinator.

Language courses usually meet in a classroom three times a week and one day a week in the Language Learning Center. All the sections of a given level share the same syllabus and evaluation procedures. While allowing for individual teaching styles, the contents and general approach are similar in order to prepare all the students for the next level and to be fair in the evaluation of their work.

Acceptance of a Part-time faculty contract assumes the following responsibilities:

**1. shared preparation**—classroom and lab sessions, **2. evaluation**, and **3. monitoring** of students.

### **Preparation**

- Active participation in orientation and In-service sessions.
- Active participation in weekly meetings during the semester.
- Timely completion of fully edited materials and tasks decided on at weekly meetings: classroom and lab activities, quiz and test items
- Individual preparation of all teaching sessions.
- All handouts need to be approved by level coordinator before distribution.

### **Evaluation**

- Preparation of quiz and test items decided on at weekly meetings.
- Timely delivery of finished quiz and test materials.
- Correction and revision of evaluation materials as planned; correction procedures and date to return tests are decided during planning sessions; these must be carefully followed.
- Assignment of grades according to College guidelines:
  - \*mid-term grade turned in to Registrar’s office on time
  - \*final grade turned in to Registrar’s office on time
  - \*a copy of the official grade sheet is given to level coordinator (Teaching Assistants leaving SLU also turn in a copy of breakdown of grades and final exams).

### **Monitoring of students**

- Placement: checking that students are placed in appropriate level. Turn in SCAPE scores by first Friday (August 28) of classes. Make two copies of list of scores: one for level coordinator and one for Dr. Johnson. Students who are not correctly placed should see general coordinator.
- Maintaining adequate records of student performance, especially items that are part of evaluation guidelines: attendance, participation, quizzes, tests.
- Office hours: at least 3 hours per week should be posted. These are usually reserved for individual consultation and work with students.
- Special Students: accommodate referred special students. Both Level and Division Coordinator can help in meeting the needs of these students.