

**DEPARTMENT OF MODERN & CLASSICAL LANGUAGES &  
LITERATURES CALIFORNIA STATE UNIVERSITY, FRESNO**

**INFORMATION PACKET FOR TEACHING ASSISTANTSHIPS  
IN SPANISH**

**Current as of Fall 2017**

Dear Applicant,

This packet contains information on Teaching Assistantships in Spanish. In it you will find:

- Announcement and description of position
- Detailed qualifications for TAs (from the MCLL Spanish M.A. Handbook)
- Departmental rules concerning TAs and Instructors
- Criteria for selection and reappointment
- CSU system Standards for TAs
- How to access and submit your unofficial transcripts to eRecruit
- Personal statement
- Instructions for making a sound recording and submitting it to us

Please read and complete all materials carefully. **Complete all materials carefully on eRecruit.** Make sure to submit all materials by the deadline, which may be found on eRecruit. Applications received after that date will receive secondary consideration. If you have questions, please contact [Professor Elsa Castillo <elsac@csufresno.edu>](mailto:elsac@csufresno.edu).

**Department of Modern & Classical Languages and Literatures  
California State University, Fresno**

**Teaching Assistantship: Request to Fill Vacancy Form**

Teaching Assistant Request to Fill Vacancy Form

Duties – Position Description:

Job duties include: Part time teaching position. Teach beginning Spanish course (as instructor of record). Prepare course assignments and attend section meetings as directed by Course Coordinator. Maintain office hours. Will be responsible for grading student work.

Minimum Qualifications:

Must have successfully completed SPAN 201 (Teaching Spanish as a Foreign Language) with a grade of “B” or higher, or be enrolled in SPAN 201 during the semester in which the student intends to begin the Teaching Associateship; ability to speak, read, and write Spanish ***and English*** at advanced levels; demonstrated problem-solving skills and the ability to work independently and in groups; ability and willingness to work with computers including common word-processing software, and computer and Internet-based language teaching technology.

Application Procedures: Application for Teaching Associateships is now carried out **online**. Go to <https://my.csufresno.edu> and click on **eRecruit**. There you will look for the job announcement for Teaching Associate. You may access an eRecruit tutorial at [http://jobs.csufresno.edu/documents/Enterprise.HR.8.9.Applicants\\_TRAIN\\_emp.Internal.pdf](http://jobs.csufresno.edu/documents/Enterprise.HR.8.9.Applicants_TRAIN_emp.Internal.pdf)

### III. Qualifications for the position of Teaching Associate (T.A.) in Spanish

A number of teaching associateships and graduate assistantships are available to graduate students who are enrolled in a master's degree program and whose previous records show outstanding achievement in academic work, outstanding subject matter competence in their major field(s), and the special qualities necessary to perform the duties assigned. Graduate Associate teaching positions are intended primarily to provide financial support to students who demonstrate promise as future scholars and teachers. Under the supervision of a full-time faculty member, Graduate Associates in Spanish acquire teaching experience through paid teaching experience by teaching classes in elementary Spanish at CSU-Fresno. Eligibility for an initial appointment as a teaching associate or assistant in Spanish requires possession of a baccalaureate degree and admission to the master's degree in Spanish, with at least Conditional Classified Graduate Standing. Subsequent appointments require that students maintain a minimum GPA of 3.0, and demonstrate satisfactory progress toward completion of their graduate degree.

#### Selection Criteria:

- Must have successfully completed SPAN 201 (Teaching Spanish), or be enrolled in SPAN 201 during the first semester of the Teaching Associateship;
- Past academic performance and future academic promise;
- Ability to speak, read and write Spanish *and English* at advanced levels;
- Demonstrated problem-solving skills and the ability to work independently and in groups;
- Ability and willingness to work with computer and Internet-based language teaching technology;
- Enrollment in a minimum of six units of approved coursework for use toward the M.A. in Spanish (Note: In order to make satisfactory progress toward the M.A. degree, the student normally needs to take a minimum of nine units, or three courses, of M.A. coursework per semester).

#### Reappointment Criteria

- Availability of necessary funds in the Department of Modern and Classical Languages & Literatures;
- Satisfactory performance of all responsibilities carried out as T.A., including satisfactory student evaluations, satisfactory teaching observation reports, on-time production of testing materials for tests and quizzes common to all sections of the level of the course the T.A. is teaching, maintaining regular office hours and regular attendance at mandatory T.A. meetings.
- High academic performance
- Satisfactory progress toward completion of the M.A. (not only in classes but on required M.A. exams as well; in other words, number of classes successfully completed, no Incomplete Grades, not putting off the taking of M.A. exams, etc.);
- Must maintain a minimum GPA of 3.0 in applicable coursework (See "Advancement to Candidacy" in the M.A. Spanish Handbook);
- NOTE: Once TAs have completed 30 units of coursework, they are not eligible to continue as Graduate Associates (with the exception of the possibility of one extension to complete a culminating experience: comprehensive exam, thesis or project).

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RULES CONCERNING TEACHING ASSOCIATES AND INSTRUCTORS

PLEASE NOTE: Any deviation from these rules may result in a breach of contract.

1. A TA/Instructor is to teach the class that has been assigned to him/her by the coordinator or the chair of the department.
2. A TA/Instructor is not to switch sections without prior consent of the coordinator or the department chair.
3. Under no circumstances is class to be cancelled.
4. If a TA/Instructor is sick or unable to teach his/her class, s/he is to find a substitute teacher after clearing his/her absence with the coordinator.
5. A TA/Instructor is to follow the class schedule as outlined in the class syllabus and is not to deviate from it. Scheduled quizzes and exams must be given on the day indicated on the syllabus, unless express permission is given in advance by the coordinator.
6. A TA/Instructor is to follow the guidelines and rules set forth in the syllabus and is not to deviate from them.
7. A TA/Instructor is to attend all the meetings called by the coordinator or the chair unless a previous excuse has been obtained and permission to miss the meeting has been granted by the coordinator.
8. A TA/Instructor is to write the quizzes and part(s) of the exam(s) assigned to him/her by the coordinator. The hour exams are to be prepared according to the patterns set forth by the coordinator. The parts for said exams are to be prepared by the person named by the coordinator and such parts are to be handed in to the coordinator **on the date and time assigned**.
9. A TA/Instructor is to keep at least two office hours per week, post them on his/her office door or in front of his/her desk and inform his/her students of them. It is advised that these office hours are to be held at different times and days (i.e., Mo. 8:30-9:30, Tu. 10:30-11:30, Fr. 1:30-2:30).
10. A TA/Instructor is to grade the exams promptly and to follow the guidelines set for these.
11. A TA/Instructor is to keep a class record with all the students' names and results of class work and at the end of the semester must turn it in to the coordinator.
12. Final exams are to be held for three years.
13. Exams are to be given only at the dates/times specified on the class syllabus.
14. TAs/Instructors are to give quizzes periodically to ascertain a student's progress in class. These quizzes are already specified in the class schedule but a TA/Instructor may choose to have more (not less) of these if s/he considers it appropriate.
15. In no way or manner is a TA/Instructor to reveal to students the content of an exam. A TA/Instructor may inform students of the format of the exam.

16. A TA/Instructor will establish a set of rules for his/her classroom that will supplement, **not substitute**, the rules set forth here (i.e., there will be no make-up quizzes, every three late attendances will constitute an absence). The TA/Instructor will make copies of these, hand them to the students, make sure they understand them, and give a copy to the coordinator.
17. A TA/Instructor is to give the coordinator a copy of his/her semester schedule (this is to include the class(es) s/he teaches and takes, location of these, and office hours). This is to be handed in the first week of class.
18. During the last week of class all TAs and Instructors are to have their students fill out course evaluation forms. These should be proctored by an Instructor or student who volunteers to do so and to take them to the departmental office. When they become available, that is, after the evaluations are returned from the [OFFICE OF RESEARCH AND TESTING?], the TA/Instructor will discuss them with the coordinator. Please refer to the departmental policy on student evaluations for further information.
19. Hour exams are to be given on the date already specified on the class schedule, and once in the classroom the TA/Instructor is to hand these out **individually** to the students. **Do not pass them down the row.**
20. The first day of class TAs/Instructors are to go over the class syllabus carefully and to make sure that the students fully understand what is expected of them. Make sure that they comprehend the departmental and university policies listed on the syllabus.
21. A TA/Instructor is to follow all rules and regulations set forth by the coordinator and the chair of the department.
22. All TAs/Instructors are required to attend orientation sessions at the beginning of each semester. IF suggested by a coordinator, a TA/Instructor is required to attend another section of the course being taught.
23. In order to be considered for reappointment, a TA must be making satisfactory progress toward completion of the MA degree, as stipulated in the Information Guide for MA Students in Spanish.
24. TA/Instructor appointments are not complete until the final exam(s) are evaluated and grades are submitted.

## **List of materials required to complete the application for Teaching Associate**

1. Online university application via eRecruit, at [jobs.csufresno.edu](http://jobs.csufresno.edu)
2. Department TA application, to be uploaded to eRecruit.  
This document can be found on the department website at [http://www.fresnostate.edu/artshum/mc11/students/ta\\_app/taappmat.html](http://www.fresnostate.edu/artshum/mc11/students/ta_app/taappmat.html)
3. Current unofficial transcripts from your undergraduate and graduate education. If you have attended more than one institution, please copy and combine these transcripts into one document.
4. Your current Curriculum Vita, or résumé.
5. Your personal statement on teaching, your preparedness for teaching, and your personal and professional goals.
6. A 1-2 minute voice recording in English and in Spanish summarizing your academic and professional goals. This must be e-mailed directly to Professor Elsa Castillo <[elsac@csufresno.edu](mailto:elsac@csufresno.edu)>, as it cannot be uploaded to eRecruit.

More detailed instructions for producing these materials are below.

## **How to submit your unofficial transcripts**

### **If you are a Fresno State student:**

Sign into <https://my.csufresno.edu>. Access your Unofficial Transcript. Highlight all text throughout the document, copy it and paste it into a word processor document, and save the document with your name somewhere in the file name.

### **If you are not yet a Fresno State student:**

Most U.S. universities allow students to access their academic records online, in a way similar to the way described above for Fresno State students. Contact your institution's registrar to find out how to access your unofficial transcript and follow the process described above.

If you have transcripts from more than one institution, please copy them all and paste them into one document, as eRecruit only allows one document to be uploaded into the link for transcripts. Make certain that each institution is clearly indicated within this document.

## **Personal statement**

This is a one-page document in which you describe what skills and knowledge base you possess that you believe would make you a good university-level Spanish instructor, why you would like to teach Spanish at the university level, what your future goals are, and what you hope to gain from the experience of being a Spanish TA here at Fresno State. If you are a native speaker of English, you must write this document in Spanish, and if you are a native speaker of Spanish, you must write it in English. If you are not a native speaker of either Spanish or English, please compose it in Spanish. **Contrary to the instructions on eRecruit, your personal statement only needs to be 1-2 pages long.**

## **Curriculum Vita**

Your Curriculum Vita, or CV, is the academic equivalent of a *résumé*. It should contain your contact information, your employment and educational history, skills such as computer programming, familiarity with commonly used computer programs, as well as internships, awards, volunteer service, training and any other experience you have that is relevant to education.

## **Instructions for making and submitting a sound recording**

Candidates for Teaching Associate are required to submit a short recording of their voice, so that their proficiency in Spanish and English may be assessed.

Please create a short recording of approximately one minute describing what you hope to gain from the experience of teaching Spanish at Fresno State. Please provide the same statement in both Spanish and English.

To create and save a sound recording:

Find the sound recording device that comes installed on your computer, or other sound recording software that you have installed on your computer. You may also use a digital voice recorder that can be attached to a computer. Record your statement and make sure to **SAVE** the document with your name as the file name. If you need to make two recordings, number them in the file name: JoeApplicant1.wav, JoeApplicant2.wav, etc. The most common sound files are .mp3 and .wav files.

Sound recorders that come installed on PCs vary, but a very common one is called Sound Recorder, and looks like this:



On many PCs the Sound Recorder can be found in Start → All Programs → Accessories → Entertainment. You may need to run a search for it on your hard drive by going to Start → Search → because programs may vary, you should enter “sound”, “sound recorder”, “voice” or similar search terms.

If you use the Sound Recorder described above, you save by clicking on File → Save As → Give your file a name and save it. It will be saved as a .wav file.

Because recorders vary, you should familiarize yourself with whatever kind of recorder your computer has. Mac computers have entirely different recording capabilities than PCs. Remember, you can also use a hand-held digital voice recorder as long as you can connect it to your computer so you can upload your recording.

**This recording cannot be uploaded to eRecruit with the rest of your materials. Please e-mail it as an attachment directly to Professor Elsa Castillo <elsac@csufresno.edu>.**

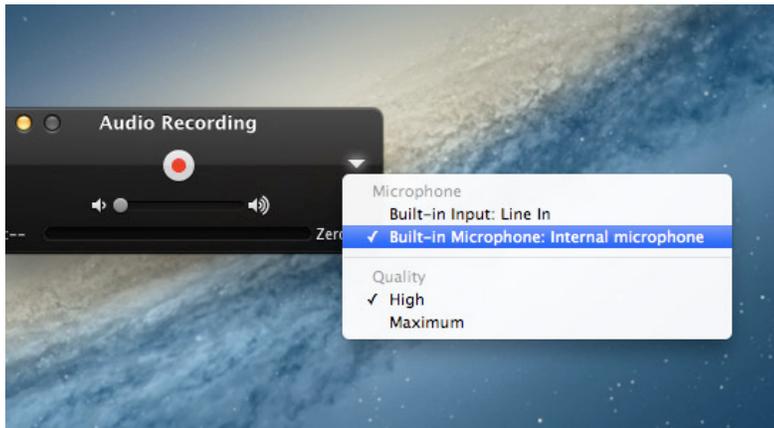
## Recording Audio in iOS

If you have Mac OS X 10.6 (Snow Leopard) or later, you may use the built in QuickTime 10 player.

1. Open QuickTime Player.
2. Open the file menu and select **New Audio Recording**.



3. You may click on the down arrow to select the microphone input, quality, and save destination. Microphone volume is adjustable with the slider under the record button.



4. You may now press **REC** and begin your recording.
5. Once you're done, go to **File**→**Export**→**Audio Only** and you'll end up with a MPEG audio file, which can be played in any audio apps across platforms.