

APPLICATION FOR GRADUATE ASSISTANTSHIP/ASSOCIATESHIP

DATE _____

SEMESTER

FALL

SPRING

20 _____

Before your application for an assistantship/associateship can be considered complete, it must include the following:

1. This application form. This is not an application for admission to the Graduate College. An application for admission must be submitted to the Graduate College directly. The candidate must be admitted to the Graduate College in a graduate program before action can be taken on the application for an assistantship/associateship. See Sec. 8
2. Official transcripts of your academic work from all institutions you have attended/attending, both graduate and undergraduate. These must be sent to the department. See Sec. 5.
3. A minimum of three letters of recommendation, preferably from persons in your own field of concentration who are directly acquainted with your work. Letters of recommendation from outside the field of Spanish and Portuguese may be given less weight in the final analysis of your application. These letters must be recent, i.e., dated within the past year. See Sec. 9.
4. A CD recording of your voice. See enclosed separate sheet "Guidelines for Preparing CD."
5. If you are offered this GATship and you accept this GATship you must comply with the regulations governing all new GATS in the department. You must successfully complete a graduate course in teaching methodology during your first semester in the program.

The Department of Spanish and Portuguese will attempt to notify the candidate of deficiencies in the above requirements, though the candidate must be ultimately responsible for submitting a complete application.

Applications for positions during the fall semester should be filed before February 15th, for the spring semester applications should be filed before August 1st.

Send all application materials directly to:

Director of Graduate Studies
Department of Spanish and Portuguese
Modern Languages Building, 545
The University of Arizona
Tucson, AZ 85721-0067

NAME:

Last

First

Middle

CURRENT ADDRESS: _____

City

State

Zip Code

Country

PERMENANT ADDRESS:

City

State

Zip Code

Country

TELEPHONE

CURRENT _____ PERMANENT _____

SOCIAL SECURITY NUMBER _____ E-MAIL _____

DATE AND PLACE OF BIRTH:

CITIZEN YES NO

If a naturalized citizen, give date and place of issuance of naturalization and certificate number.

IF YOU ARE NOT A U.S. CITIZEN, INDICATE THIS CLEARLY ON YOU APPLICATION FOR ADMISSION TO THE GRADUATE COLLEGE. THAT APPLICATION WILL HAVE TO BE PROCESSED THROUGH THE INTERNATIONAL GRADUATE ADMISSIONS OFFICE, WHICH REQUIRES ADDITIONAL DOCUMENTATION. THEY WILL CONTACT YOU ABOUT THIS: PLEASE FOLLOW THEIR INSTRUCTION TO THE LETER.

ARE YOU RELATED TO ANY PERSON PRESENTLY EMPLOYED BY THE UNIVERSITY OF ARIZONA? YES NO

RELATIONSHIP _____

Department of Spanish and Portuguese

EMPLOYMENT RECORD: LIST FULL-TIME EMPLOYMENT SINCE RECEIPT OF B.A. AND ONLY SUCH PART-TIME EMPLOYMENT AS MAY INVOLVE TEACHING OR USE OF SPANISH OR PORTUGUESE. IF YOU HAVE HAD TEACHING EXPERIENCE, PLEASE GIVE DETAILS.

POSITION	EMPLOYER	ADDRESS	DATE
----------	----------	---------	------

EDUCATION: SCHOOLS ATTENDED BEGINNING WITH HIGH SCHOOL BUT NOT INCLUDING SCHOOL YOU ARE CURRENTLY ATTENDING.

SCHOOL AND ADDRESS AVERAGE	MAJOR/MINOR	DATES	DEGREE/DATE
-------------------------------	-------------	-------	-------------

NAME AND ADDRESS OF SCHOOL YOU ARE CURRENTLY ATTENDING

DEGREE SOUGHT _____

MAJOR AREA OF CONCENTRATION _____

MINOR AREA OF CONCENTRATION _____

DISSERTATION/THESIS TITLE (IF ANY) _____

DISSERTATION/THESIS ADVISOR (IF ANY) _____

COURSES YOU ARE CURRENTLY TAKING THAT WILL NOT APPEAR ON YOUR TRANSCRIPT

STATE YOUR DEGREE OF PROFICIENCY IN PORTUGUESE _____

SPANISH _____

FOR INTERNATIONAL STUDENTS ONLY: (Written proofs of examination scores are required.)

TOEFL _____ DATE OF EXAM _____ TOEFL –MUST BE 550 OR ABOVE

TSE _____ DATE OF EXAM _____ TSE – MUST BE 50 OR ABOVE

OR

SPEAK _____ DATE OF EXAM _____ SPEAK – MUST BE 230 OR ABOVE

ADVANCED DEGREE SOUGHT AT THE UNIVERSITY OF ARIZONA _____

PROPOSED MAJOR SUBJECT _____

PROPOSED MINOR SUBJECT (NOT APPLICABLE FOR THE M.A.) _____

HAVE YOU APPLIED FOR ADMISSION TO THE GRADUATE COLLEGE OF THE UNIVERSITY OF ARIZONA? YES NO

THE DEPARTMENT WILL NOT CONSIDER YOUR APPLICATION IF YOU HAVE NOT APPLIED TO THE GRADUATE COLLEGE ADMISSION OFFICE.

WHAT IS THE CURRENT STATUS OF YOUR GRADUATE COLLEGE ADMISSIONS APPLICATION: _____

REFERENCES: LIST THE NAMES AND ADDRESSES OF THREE PERSONS WHOM YOU HAVE ASKED TO WRITE DIRECTLY TO THE DIRECTORS OF GRADUATE STUDIES, DEPARTMENT OF SPANISH AND PORTUGUESE, IN SUPPORT OF THE APPLICATION.

NAME	ACADEMIC RANK	ADDRESS
------	---------------	---------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Department of Spanish and Portuguese

IN THE SPACE BELOW OR BY ATTACHMENT, WRITE/TYPE AN INTELLECTUAL BIOGRAPHY, IN THE LANGUAGE YOU WOULD BE TEACHING, OF APPROXIMATELY 300 WORDS (BACKGROUND, DESIRES, INTERESTS, GOALS, ETC). PLEASE INCLUDE YOUR PERCEPTION OF HOW TEACHING IN THE BASIC LANGUAGE PROGRAM WILL ENHANCE YOUR PROFESSIONAL PREPARATION.

SIGNATURE _____ DATE _____

The University of Arizona is an EEO/AA employer and does not discriminate on the basis of sex, race, religion, color, national origin, age, Vietnam Era Veterans' status, or handicapping condition in its admissions, employment, or educational programs or activities. Inquiries may be referred to the Associate Vice President for Affirmative Action, University of Arizona, 1609 E. Helen, telephone (520) 621-3081.

GUIDELINES FOR PREPARING CD

Please prepare a recorded presentation in the language you will be teaching that describes your professional goals. Please use your normal speaking voice and do not read from a prepared text even though what you have to say will in most cases be similar to the biographic statement written on Page 4 of your application.

The following questions will guide your presentation. Do not limit yourself to just this information.

1. What has your experience been in learning a second language? (Where did you learn it? What methods were used to teach you the language?)
2. If you have taught a second language, what techniques did you use?
3. Why do you want to teach Spanish or Portuguese as a second language?
4. How do you feel that teaching Spanish or Portuguese in a proficiency-oriented program will help you in your career?
5. What do you think you will learn from the experience of teaching Spanish or Portuguese as a second language at the University of Arizona?
6. What talents experiences will you bring to the program that will enhance your teaching?

REQUIREMENTS FOR GRADUATE TEACHING ASSISTANTS/ASSOCIATES

Please be advised that the Graduate Council has ruled that Graduate Assistant/Associates in Teaching not be allowed to engage in any commercial activity relative to the courses with which they are assisting at this University (e.g. selling course materials or conducting paid review sessions for courses in which they are directly involved as a Graduate Assistant/Associate in Teaching).

All Graduate Assistants/Associates in Teaching (GATs) must complete training assignments prior to assuming direct instructional responsibilities at the University of Arizona. Any GAT who fails to comply with all requirements will be in violation of the conditions of employment agreed to in the Notice of Appointment form and may not engage in direct instructional contact.

TRAINING REQUIREMENTS:

1. All GATS who will have direct instructional contact with students are required to fully participate in the Graduate Assistants/Associates Teaching Orientation (“GATO”), presented by The Graduate College and The University Teaching Center. This training is made up of the half-day on site presentation and online components. This session will take place prior to the first week of classes.
2. Any candidate for Graduate Teaching Assistantship who does not participate in the entire orientation program must attend a make-up session sponsored by the University Teaching Center. Make-up Sessions must be completed within the first five weeks of classes. A \$50 to \$105.00 fee per person will be charged to the student to cover costs of the program.
3. Students not meeting either of the two above requirements must be removed from their classroom duties and reassigned to positions (if available) in which there is no direct instructional contact with students (e.g., research, grading, proctoring).
4. GATs are also required to attend their department/academic unit orientation. A two-day workshop of at least a minimum of eight hours each day. This workshop should cover specific information relevant and necessary to individual departments and courses.

ADDITIONAL REQUIREMENTS FOR NON-NATIVE-ENGLISH SPEAKING GRADUATE STUDENTS:

1. GATs whose native language is not English and who are not citizens of the U.S. or green card holders (Permanent Residents) must submit scores on the Test of Spoken English (TSE) that is administered by the Educational Testing Service, Princeton, New Jersey 08540, and need to score a 50 or higher or take the SPEAK test available at the Center of English for a Second Language, University of Arizona and score a 230 or higher. The TSE/SPEAK test is required in order to have instructional duties. The SPEAK test is administered at the beginning of each semester. The cost of the first administration of the SPEAK Test and any subsequent attempts is \$60.00 to be paid for by the individual student.

2. All GATs whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and score 550 or higher.

(Revised: 12-11-06)

GRADUATE ASSISTANTSHIP IN TEACHING (working on M.A.)

Annual Stipend:

One Class \$ 6,832

Two Classes \$ 13,664

Eligibility: Graduate from an accredited college or university with a major in a Spanish or Portuguese Language.

GRADUATE ASSOCIATESHIP IN TEACHING (working on Ph.D.)

Annual Stipend:

One Class: \$ 7,710

Two Classes: \$ 15,420

After Written and Oral (Preliminary) Comprehensive Exams:

Annual Stipend:

One Class: \$ 8,458

Two Classes: \$ 16,915

Eligibility: A Master of Arts degree in Spanish Language or a related field.

(Effective 11-07)