

**PhD IN SPANISH APPLICATION PACKET**  
UNIVERSITY OF ARIZONA, TUCSON, AZ  
DEPARTMENT OF SPANISH AND PORTUGUESE

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APPLICATION MATERIAL ENCLOSED

- ✓ Application for Graduate Admission to the Department of Spanish and Portuguese
- ✓ Statement of Purpose
- ✓ Recommendation Forms
- ✓ Application for Graduate Assitanship/Associateship in Teaching
- ✓ Description of the PhD in Spanish
- ✓ Checklist

CONTACT INFORMATION

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Dr. Laura G. Gutiérrez  
Director of Graduate Studies &  
Graduate Advisor  
Department of Spanish & Portuguese  
Modern Languages 527  
PO Box 210067  
University of Arizona  
Tucson, AZ 85721

Email: [lgutierr@email.arizona.edu](mailto:lgutierr@email.arizona.edu)  
Phone: (520) 621-3629  
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Isela Gonzales  
Administrative Assistant  
Graduate Studies Program  
Department of Spanish & Portuguese  
Modern Languages 545  
PO Box 210067  
University of Arizona  
Tucson, AZ 85721

Email: [iselag@email.arizona.edu](mailto:iselag@email.arizona.edu)  
Phone: (520) 621-3125  
Fax: (520) 621-6104

Please mail this application to: Director of Graduate Studies, Department of Spanish & Portuguese, The University of Arizona, Modern Languages Building Room 545, Tucson, Arizona 85721-0067. The above information will be useful in determining possible recipients of Graduate Minority Fellowship and Scholarships.

## CHECKLIST

Checklist is to help you complete your application to our department and the university. All application materials should be received by the deadline. Incomplete files will not be reviewed.

- Graduate application to the department
- Statement of Purpose (written in Spanish, 1-2 pages).
- Writing Sample in Spanish (term paper from most recent degree related to your field of study).
- Three letters of recommendation requested (In a sealed envelope or mailed by the recommender to the department.)
- Graduate College Admission application done online
- One set of official transcripts/records requested from all institutions attended or currently attending

## OPTIONAL

- Graduate Assistant/Associate in Teaching application
- CD with recorded presentation in the language you wish to teach (see Guidelines for Preparing CD)

## ADDITIONAL REQUIREMENTS FOR INTERNATIONAL STUDENTS:

- English translations of all official foreign transcripts/documents (see Graduate College Instructions and Information sheet)
- Financial Guarantee form
- TOEFL score
- TSE score (TSE is administered at the University of Arizona, to be taken once the student has been admitted to the program.

## GUIDELINES

### TIMELINE

In order to begin studies in this Department, you must apply for admission to the Graduate College and to the Department of Spanish and Portuguese by **January 15** for the fall semester, **August 1** for the spring semester.

### OFFICIAL TRANSCRIPTS

Please note that the completed application requires one set of official transcripts/records from all institutions attended. These official transcripts must be sent directly from the institution to the Department of Spanish and Portuguese or enclosed in an envelope sealed by the issuing institution. A separate degree certification is required if the degree is not posted on the transcripts/records. All foreign documents for admission to the University of Arizona must be sent with a certified English translation. To be official, transcripts/documents must have the original seal of the institution and signature of a responsible official/Registrar.

### (3) LETTERS OF RECOMMENDATION

You will also need to provide three letters of recommendation. The recommendation forms/letters should be attached to the completed "Recommendation Form". Letters of recommendation must be mailed directly to the Department of Spanish and Portuguese by the recommenders. Specifically, your three recommendations should be by professors with whom you have studied and who can inform us of your academic potential in your chosen area. It would be helpful to us in evaluating your candidacy if you would ask your professors to comment on how long and in what capacity each has known you, your Spanish, your pronunciation, your knowledge of grammar, your knowledge of the field of Hispanic literature and culture, Luso-Brazilian literature and culture or Hispanic linguistics, and your probable or demonstrated teaching ability. Very important will be her/his opinion of your personal qualities, your initiative, your dependability, and your ability to work with others.

### STATEMENT OF PURPOSE

A Statement of Purpose (written in Spanish, 1-2 pages) where you address your reasons for wanting to join the graduate program, your academic strengths and preparation, and your academic and professional goals, needs to be included. It would also be helpful if you address your evolution as a language student and your knowledge of Hispanic literature and culture, Luso-Brazilian literature and culture and linguistics, depending on your area of interest. Please use the form provided or a separate typed page. Please note, if you are also applying for a GATship, the aforementioned Statement of Purpose is to be submitted in addition to the statement of purpose required on the GATship application.

### WRITING SAMPLE

Additionally, you will need to submit a writing sample in Spanish. A term paper from your most recent degree related to your field of study is acceptable.

### GRADUATE ASSISTANT IN TEACHING (GATship)

If you are interested in a GATship please complete the enclosed form and submit a cassette with a taped presentation from the sheet entitled "Guidelines for Preparing your CD". In addition, the award of GATship provides waiver of out-of-state tuition, partial remission of in-state registration fees, and payment of individual insurance benefits through Campus Health Services. Also, it may be of interest to you to know that a limited number of Graduate Access Fellowships for incoming MA

and PhD students are awarded on a competitive basis by the Graduate College. Additionally, there are a limited number of graduate fellowships available to different sectors of the student population and during their academic career, including the Marshall Foundation Dissertation Fellowship. These are available on a competitive basis through the Graduate College to students participating in our graduate program.

#### ENGLISH LANGUAGE PROFICIENCY

If English is not your native language, you must give evidence of having passed the TOEFL (Test of English as a Foreign Language) exam and score a 550 paper based (PB), 79 internet based (iBT), or IELTS (International English Language Testing System) composite score of 7 (no subject area below a 6). Written proof of the TOEFL score is required and needs to be submitted before application deadline. International Students seeking graduate teaching assistantships must take the TBEST (Task-Based English Speaking Test) exam and obtain an acceptable score of 7 (exam administered by the University of Arizona once admitted to program).

#### INTERNATIONAL STUDENT VISA

Foreign students, who must obtain a student visa through this University, are required by the U.S. Government to provide a financial guarantee in the amount of \$40,706. The financial guarantee should be arranged through your local bank or sponsor and should be certified.

If you have any questions, please call the office of Graduate Studies or write to:

Director of Graduate Studies  
Department of Spanish and Portuguese  
Modern Languages 545  
University of Arizona  
Tucson, AZ 85721  
(520) 621-3125 or (520) 621-3123 FAX: (520) 621-6104

For faster processing of your application, please send all application material to the Department of Spanish and Portuguese.

**MAJOR**

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NAME: \_\_\_\_\_

The Department of Spanish and Portuguese's Ph.D. in Spanish offers four major areas of concentration, please select the major that most interests you:

- Hispanic Literature
  - Hispanic Linguistics
  - Border Studies
  - Luso-Brazilian and Hispanic American Literary Studies
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RECOMMENDATION FORM

**To be completed by the applicant:** (Please type)

NAME

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Last . First Middle

CURRENT ADDRESS: \_\_\_\_\_

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City State Zip Code Country

Telephone Number \_\_\_\_\_

APPLYING FOR

- Fall
- Spring

APPLYING TO Ph.D. IN SPANISH

Most recent degree awarded:

Institution and Year:

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**For Use of Respondent:**

The person named above has applied for admission to our graduate program. The Department of Spanish and Portuguese would appreciate receiving from you a careful assessment of the applicant. It would be helpful to us in evaluating the applicant if you would comment on how long and in what capacity you have known the applicant, the applicant's intellectual potential for success in a graduate program and the applicant's academic and scholarly strengths. Additionally, it would be helpful if you would comment on the applicant's fluency in Spanish, pronunciation, and knowledge of grammar as well as probable or demonstrated teaching ability. Please also comment on the applicant's personal qualities, initiative, dependability, and ability to work with others. Please type your response on a separate sheet.

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**Signature of Respondent** **Date**

**Name and Title**

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**Department**

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**Institution**

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**PLEASE SEND YOUR LETTER OF RECOMMENDATION TO:** Director of Graduate Studies, Department of Spanish and Portuguese, Modern Languages Building Room 545, University of Arizona, Tucson, AZ 85721-0067.



## **DOCTOR OF PHILOSOPHY**

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### **Admission requirements for external candidates**

The applicant must hold, or anticipate completing by the time of admission, an M.A. degree from an accredited U.S. college or university or the equivalent degree from a university outside of the U.S., have a minimum grade point average of 3.4 on a 4-point scale in the M.A. in Spanish, and meet the general requirements of the Graduate College. *The student must also provide the following:*

- (1) Three letters of reference
- (2) Writing Sample
- (3) Statement of purpose written in Spanish by the student

### **Admission requirements for internal candidates**

Procedures for considering internal M.A. candidate for admission to the Ph.D. program: All internal M.A. candidates who wish to continue for the Ph.D. at the University of Arizona will be considered by the Graduate Studies Committee to ensure equitable treatment of students. In their deliberations, the Graduate Studies Committee will give strong consideration to the report of the student's M.A. examination committee, which specifically addresses the student's potential as a Ph.D. candidate. The Graduate Studies Committee will also consider the student's academic record (GPA, course work) and any pertinent information from the student's file. *The student must also provide the following:*

- (1) Three letters of reference
- (2) Curriculum Vitae
- (3) Writing sample
- (4) Statement of purpose written in Spanish by the student
- (5) Graduate College *Request for Change of Program* form (Online)

This procedure will ensure that each student will be considered fully and fairly. Admittance into the program will not be solely dependent upon performance on an isolated examination. In addition, this process closely parallels that followed by all other incoming Ph.D. candidates. (Approved by unanimous vote of the faculty 5/4/95)

### **Requirements upon admission**

Upon entering the Ph.D. in Spanish, the student establishes his/her degree study program in consultation with the Director of Graduate Studies. The Student must complete the following:

- (1) A diagnostic qualifying oral interview during the first semester of study (applies only for external candidates).
- (2) 49 graduate units of course work (up to 15 units of course work may be transferred from the M.A.). A minimum of six units must be 600-level seminars. For the department's academic curriculum, see the Graduate Handbook or the University of Arizona catalogue available on the University's website.
- (3) Present reading knowledge of one foreign language, other than English or Spanish, appropriate to the field of specialization (see the Graduate Handbook for detailed information regarding the foreign language requirement).
- (4) Pass a comprehensive examination, partly written and partly oral, in the primary field of study and in two secondary fields of study.
- (5) Complete 18 doctoral dissertation units, write and defend a dissertation.

In addition, all Graduate Associates in Teaching (GAT's) in Spanish and Portuguese are required to complete a language teaching methodology course (SPAN-581) before or during their first semester of classroom teaching. This course counts as one of the student's electives for the Ph.D.

#### Qualifying Oral Interview

During the first semester of studies at the University of Arizona all incoming external Ph.D. students participate in the diagnostic oral qualifying interview. Each student, working in collaboration with the Director of Graduate Studies, propose two topics that represent knowledge in the relevant major and that reflect the student's academic preparation from the M.A. In addition, the student will submit a writing sample (that is, a Masters-level term paper written in Spanish) to the Director of Graduate Studies no later than three weeks prior to the date of the Qualifying Oral Interview. The writing sample will be read by the members of the Qualifying Oral Interview and will be discussed with the student during the interview. The interview lasts a minimum of one hour and a maximum of two hours. The interview starts with a brief fifteen-minute presentation by the student on the two chosen topics. During the interview, the committee, established by the Graduate Studies Committee, will question the student on these topics. The purpose of this interview is to assess a student's strengths and weaknesses so that s/he can be effectively mentored.

#### Ph.D. Coursework

In consultation with the Director of Graduate Studies, the student selects one primary field of study and two secondary areas of study outside the primary field, as specified in the Graduate Handbook. At least 18 units must be taken in the primary field of study and 6 units in each of the two secondary areas of study. The remaining 18 units are electives.

FOREIGN LANGUAGE REQUIREMENT

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(Approved: April 5, 2002)

It is a necessary academic requirement that all Ph.D. candidates in Spanish demonstrate "reading knowledge" of a natural language other than Spanish and English, preferably a Romance language (otherwise, a language that has a direct bearing on the candidate's research and/or studies). The level of proficiency expected is that of passing an advanced 300-level grammar and writing course with a grade of B or higher.

The candidate must meet this language requirement BEFORE--and as a condition towards--taking the written Comprehensive Exams.

The foreign language requirement may be met in one of the following ways:

1. For students who complete the requirement at the University of Arizona: Successful completion of course work to the advanced level in a language other than English or Spanish, with an average grade of B or higher. The course work must include a 300-level intermediate/advanced grammar course taught and examined in the target language (typically xxxx-325 or 305, depending on the department).\*
2. For students with course work in a language other than English or Spanish from an accredited institution: The student will meet with the Graduate Advisor to determine whether or not the course work satisfies the foreign language requirement. The Graduate Advisor may require, at his/her discretion, that the student takes additional course work and/or pass a proficiency exam in the language of choice. The format and content of the exam will be determined in conjunction with the Graduate Advisor and a qualified instructor of the chosen language.
3. Students who are native speakers of a language other than English and Spanish may have this requirement waived with the approval of the Graduate Advisor.

\*Note: Students without any formal instruction in a language other than English or Spanish may complete the foreign language requirement in two semesters if they choose to study Portuguese. In this case, the student must complete the following courses with an average grade of B or higher:

PORT-305: Portuguese for Spanish Speakers

PORT-325: Intermediate Grammar and Conversation

PORT-305 and PORT-325 reflect the minimum course work required to complete the foreign language requirement. An exam or term paper may NOT be used in lieu of one of these courses. However, the student may substitute a 400- or 500-level Portuguese course for PORT-325 with the permission of the Portuguese faculty and the Graduate Advisor.

## FINANCIAL SUPPORT

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The Department of Spanish and Portuguese and the Graduate College offer several kinds of financial support, including:

**Graduate Assistantship / Associateships in Teaching**, provide part-time employment in teaching and include a waiver of nonresident tuition. Assignments involve supervised teaching of undergraduate courses in Spanish and Portuguese, and the normal teaching load is three courses per year. Detailed information regarding the eligibility requirements and duties of GATs can be found in the GAT Handbook available from the Graduate Studies Office in the Department of Spanish and Portuguese, Modern Languages 545 (see Isela Gonzales). GAT applications are also available from the Graduate Studies Office in the Department of Spanish and Portuguese.

### **Graduate College Funding Sources**

Also, it may be of interest to you to know that a limited number of Graduate Access Fellowships for incoming MA and PhD students are awarded on a competitive basis by the Graduate College. Additionally, there are a limited number of graduate fellowships available to different sectors of the student population and during their academic career, including the Marshall Foundation Dissertation Fellowship. These are available on a competitive basis through the Graduate College to students participating in our graduate program.

For additional information regarding the above awards, as well as other types of financial support offered by the Graduate College, please consult the Graduate College web site:  
<http://grad.arizona.edu/>

### **Departmental Awards/Fellowships**

The Department of Spanish and Portuguese also offers the following types of support on a competitive basis. Please see the Graduate Advisor for more information regarding these awards:

Ruth Lee Kennedy Fellowship for students of Golden Age Literature

Karen Smith Scholarship

The Joan Gilabert and Eliana Rivero Distinguished Dissertation Award

Graduate Travel Fund

**Research Assistantships.** These awards allow a student to work with a professor on a particular research project or work as a member of the editorial board of the departmental journal, the *Arizona Journal of Hispanic Cultural Studies*.

Calls for applications will be sent out when Research Assistantships to work with a professor become available. Students interested in applying for a Research Assistantship must follow the following procedure:

1. Consult with the professor in charge of the research to find out more about the project, as well as your anticipated role.

2. Submit a letter of interest to the Graduate Studies Committee, which addresses:
  - How your interests fit the description of the proposed project
  - Why you would benefit from the research assistantship
  - A summary of your role in the project
3. The Graduate Studies Committee will review the applicants' letters of proposal and forward a recommendation to the Department Head, who will make the final decision in consultation with the professor directing the project.

Once awarded a Research Assistantship, a student will not be eligible to reapply for another one for one year.

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### **Graduate Assistant in our Study Abroad Programs**

These awards provide the opportunity to spend one or two semesters in Spain (Alcalá de Henares or Segovia) or Chile (Viña del Mar) or Brazil (Fortaleza) and serve as assistant to the resident director of our undergraduate study abroad programs there. A two-semester commitment to the Alcalá program is preferred. The Assistantships are open to the Ph.D. students who have passed their comprehensive exams and are making satisfactory progress toward completion of degree. Students should be in the early stage of writing their dissertation.

Calls for application will be sent out when the Graduate Assistant positions are available. Students interested in applying for the assistantship must submit the following to the Graduate Studies Committee:

1. A letter of interest which addresses why you would benefit from the experience abroad
2. A letter of support from your dissertation director

In addition, the student must show:

- Demonstrated competence in teaching
- Good ability to work with and advise undergraduate students
- Collegiality

While all students who have passed their doctoral exams are encouraged to apply, special consideration may be given to students who have a demonstrated need for access to archival resources in Spain, Chile or Brazil or students who have not lived or studied abroad for an extended period of time.

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Finally, students are encouraged to consult the website of the UA Area Center for Latin American Studies for additional financial aid opportunities, including:

**Foreign Language and Area Studies (FLAS) Fellowship.** This award is offered through the United States Department of Education and is for "...the graduate training of students who intend to make their careers in college or university teaching, government service or other employment where knowledge of foreign languages and areas is a prerequisite for success."

Priority is given to students who are interested in Portuguese or Latin American indigenous languages, as well as to students in professional schools (e.g., Business, Medicine, Law) taking intermediate and advanced Spanish classes.

**Summer FLAS Fellowship.** This award is for students who wish to study Portuguese or Latin American indigenous language in a summer study abroad program or to carry out field research in Latin America.

**Tinker Summer Field Research Grant.** The Tinker Foundation supports travel expenses for masters and pre-dissertation fieldwork in Latin American during the summer (May through August). Applicants who plan to complete an MA or PhD thesis will be given priority over students who plan to utilize an examination option to complete their degree.

Please consult the Center for Latin American Studies website for detailed information regarding these awards: <http://clas.arizona.edu/>

## DEPARTMENTAL ACTIVITIES

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Academic life in the Department of Spanish and Portuguese is vibrant. Periodic appointments of visiting scholars and conferences and colloquia with distinguished speakers nourish the intellects of faculty and students alike.

Graduate students play an active role in many of the intellectual pursuits of the Department. For example:

- Every year, graduate students organize the Graduate Student Symposium and publish selected proceedings from the symposium.
- Graduate students participate actively on the editorial board of the departmental journals: *Arizona Journal of Hispanic Cultural Studies*, *Studies in Latin American Popular Culture* and the graduate student e-journal *Divergencias*.
- Graduate students coordinate the Department of Spanish and Portuguese Student Film Festival, held annually.
- Graduate students are exceptionally active in language-related outreach activities, such as the Southern Arizona Language Fair held each March and the Second Language Teachers' Symposium held each fall.

In addition, graduate students have the opportunity to participate in different programs in the Department through their service and representations on the various departmental committees.

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## PROFESSIONAL DEVELOPMENT SUPPORT

The Department of Spanish and Portuguese prides itself in its track record of professional development of its graduate students, particularly at the latter stages of their career. The Department offers an intensive, semester-long pre-employment workshop to those students on the job market wherein they are mentored in the crafting of job application letters, curriculum vitae, teaching philosophy statements as well as mock job interviews. Moreover, members of the faculty participate in special orientation panels whose goal is to prepare our students for their future professional life (“Conversations on the Profession”). The Department has a very solid record of job placement.

APPLICATION FOR GRADUATE ASSISTANTSHIP/ASSOCIATESHIP

DATE \_\_\_\_\_

SEMESTER

FALL

SPRING

YEAR 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.

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Applications for positions during the fall semester should be filed before January 15<sup>th</sup>, for the spring semester applications should be filed before August 1<sup>st</sup>.  
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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



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

SCHOOL AND ADDRESS AVERAGE	MAJOR/MINOR	DATES	DEGREE/DATE
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NAME AND ADDRESS OF SCHOOL YOU ARE CURRENTLY ATTENDING

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DEGREE SOUGHT \_\_\_\_\_

MAJOR AREA OF CONCENTRATION \_\_\_\_\_

MINOR AREA OF CONCENTRATION \_\_\_\_\_

DISSERTATION/THESIS TITLE (IF ANY) \_\_\_\_\_

DISSERTATION/THESIS ADVISOR (IF ANY) \_\_\_\_\_

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

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STATE YOUR DEGREE OF PROFICIENCY IN  
PORTUGUESE \_\_\_\_\_

SPANISH \_\_\_\_\_

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

If English is not your native language, you must give evidence of having passed the **TOEFL** at the 550 level, 79 **Internet Based** or **IELTS** composite score of 7. In addition you must take the **TASK-BASED ENGLISH SPEAKING TEST (TBEST)** administered by the University of Arizona, Graduate College once admitted.

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

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

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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

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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 three-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 Permanent Residents must demonstrate proficiency with spoken English. The T-BEST test is required in order to have instructional duties. The cost of the first administration of the T-Best 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.)

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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.)

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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)