

Sample TA Handout

35:0__ Section __: Fall 201__

Instructor: Fulano de Tal **E-mail address:** fulano-tal@uiowa.edu

Office: 316 Phillips Hall **Office phone:** 335-____

Office hours: College of Liberal Arts and Sciences policy states that “every member of the instructional staff is expected to hold at least three published office hours per week and be available to students before and after class.” It is customary to offer students a “by appointment” option in addition to the 3 published hours.

Department Chair: Professor Mercedes Niño-Murcia, 111 Phillips Hall

Director of the General Education Program (GEP): Elizabeth Guzman, 303C Phillips Hall

Assistant to Director of the General Education Program: Gillian Steele, 303B, Phillips Hall

Syllabus: The course overview, syllabus, and a full description of overall course objectives and departmental policies are available to you through the course website at the following address on the campus network: <http://icon.uiowa.edu/index.shtml>

You are required to know and understand the departmental and course policies. You are expected to **print out a copy of the course syllabus** from the Internet address provided above.

COURSE DESCRIPTION OF FIRST/SECOND-YEAR SPANISH

Participation Grade: You can earn up to ... points for consistent, active participation in daily activities. Participation includes coming prepared to class, volunteering to speak, paying attention to class activities, asking for help when you do not understand what is going on, **speaking Spanish at all times**, and maintaining a positive and supportive attitude towards your classmates. Effort, enthusiasm, and attention count, so even if your spoken Spanish is not as strong as you would like it to be, you can improve your participation grade if you work at it consistently. Please see the **Class Participation** rubric –and others in ICON. (You may wish to show and explain the Class Participation Rubric in the *Recursos para TAs* in ICON.)

Other information about this class

* The purpose of this class is to make progress in your Spanish learning. You can maximize your learning by participating enthusiastically into all class activities and by supporting your classmates in doing the same. Respect each other. This means listening while others are talking, being supportive of each other, and never making fun of anyone else’s efforts to speak Spanish.

* The Course Overview lays out in detail the policies for this course – attendance, academic honesty, make-ups, grading, etc. Read it carefully and consult it often. Students and instructors will be held to the policies given in it.

* Attendance will be taken daily. See the Course Overview for the attendance policy for this course and how it affects make-up tests, quizzes, and other graded activities. If you have an anticipated absence (e.g., upcoming surgery, university-sponsored event, religious observance) you should talk to the GEP Director, Elizabeth Guzman, **ahead of time** so she can arrange for you to make up the work, except for quizzes. If you know you are going to be absent on a day when homework is due, you may turn in the homework as long as you do so **ahead of time**.

* Arriving late to class. All quizzes are given at the beginning of the class period. Therefore, it is important that you arrive on time to class. You will not be given extra time for a quiz if you arrive late, nor will you be allowed to make up a quiz that you miss by not arriving on time. Two late arrivals of more than 5 minutes will count as one absence.

* You will be held to high standards of academic honesty in this class. Work that you turn in for a grade (quizzes, tests, Writing Activities, culture project, etc.) must be entirely your own work, unless the activity specifically calls for collaboration. If you have questions about the expectations for a particularly activity, please ask for clarification. See the Course Overview for the on getting help from others on course assignments. The policy includes the role of tutors, friends, and online translation programs.

* Due to the nature of the class and the size of the room, please do not bring food or drink into the classroom. Gum chewing and texting are NOT permitted

* Cell phones, beepers, Blackberries, iPods, or other personal electronic devices are not permitted in class. Turn off all such equipment and put it away for the entire class period. Anyone who uses a communication device during class will be asked to leave.

* Please let me know during the first week of class (after class or during office hours) if you have a disability for which special arrangements may be needed, such as modification in seating or testing conditions.

* Sexual harassment is reprehensible and will not be tolerated by the University. It subverts the mission of the University and threatens the well-being of students, faculty, and staff. Visit this site (<http://www.sexualharassment.uiowa.edu/>) for definitions, assistance, and the full University policy.

