



Master of Arts in Teaching Spanish
Graduate Student Handbook

¡Bienvenidos!

On behalf of the faculty of the Department of Modern Languages I want to extend a warm welcome to you. It is our sincere hope that your experience while pursuing the Master of Arts in Teaching Spanish is intellectually challenging, and personally rewarding.

This handbook has two sections:

- I - information for all graduate students
- II - information for graduate assistants

Section I: Graduate students

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URL MAT in Spanish: <http://www.cal.nau.edu/languages/spamat/spanishmat.html>

1. Useful Phone Numbers

Modern Languages Office	523-2361
Administrative Assistant	523-6237
Dr. Cecilia Ojeda	523-5988
Dr. Edward Hood	523-9338
Dr. Yuly Asención	523-9631
Tim Darby	523-4579

Campus Numbers

1. Graduate College	523-4348
Karen Cornelius (admissions)	523-5316
Shirley Robinson (general)	523-6902
Tom Carpenter (orientation)	523-8927
Eva Wells	
2. Financial Aid Office	523-4951
3. Housing Office	523-3978 on-campus housing: www.nau.edu/edu/reslife
4. Cline Library (hours recording)	523-4459
Reference Desk	523-6805
Media Center	523-6825
5. Campus Police (non-emergency)	523-3611
6. Parking Office	523-3591
7. Counseling & Testing Center	523-2261
8. Student Health Center	523-2131 – www3.nau.edu/fronske/index.htm
9. Payroll Office	523-0327
10. NAU Bookstore	523-4041
11. Learning Assistance Center	523-5524
12. International Studies Office	523-2409
13. Degree Application	523-2108
14. ITS Solution Center	523-1511

2. Planning your course of study

The MAT in Spanish takes **two years** to complete if students are employed as teaching assistants or have other campus employment. The Department of Modern Languages offers three graduate courses per semester, for a total of 9 credits per semester. What follows is an example curriculum for the degree.

Please note that this academic plan does not lead to Arizona state teacher certification; see the Education section of the NAU Graduate catalog for information about certification programs. A description of requirements for the Standard Secondary Certificate is available at: www.ade.az.gov/certification.

Model course of study

Fall Semester

SPA 513 Curriculum Design
 SPA 511 Methods of Spanish Instruction
 SPA 534 Topics in Latin American Literature
 SPA 601 Spanish Teaching Practicum*

Spring Semester

SPA 514 Testing and Classroom Management
 SPA 532 Hispanic Theater
 SPA 552 Phonetics and Phonology of Spanish
 SPA 601 Spanish Teaching Practicum*

Year 2

Fall Semester

SPA 554 The Acquisition of Spanish
 SPA 531 Hispanic Writers in the United States
 SPA 512 Media and Technology in Spanish Language Instruction
 SPA 601 Spanish Teaching Practicum*

Spring Semester

SPA 533 Topics in Spanish Literature
 SPA 515 Using Spanish as the Medium of Instruction
 SPA 553 Sociolinguistics & Dialectology and the Spanish Classroom
 SPA 689 Capstone Project
 SPA 601 Spanish Teaching Practicum*

*SPA 601 is a one credit course, taught every semester. It is required for students who hold Graduate Assistantships. Enrollment is limited to Spanish MAT students teaching lower division Spanish for NAU. The credits of this repeatable course count towards the 12 required Pedagogy credits.

3. Residency Classification Information

A student who has resided in the state of Arizona for twelve continuous months and wishes to change their residency classification, must submit a Petition to Change Residency to the Graduate College. Residency reclassification is not automatic.

Petitions for spring semester are available November first. Petitions for the fall semester are available May 1st.

4. Registering for classes each semester

Students are required to see their advisor prior to registration to complete the graduate “plan of studies form.”

There are two formal registration periods for both fall and spring semesters: priority registration and open registration. See the current semester’s *Schedule of Classes* for published registration dates, procedures, and deadlines.

Before you can participate in classroom instruction, use university facilities, or make use of the professional time of faculty members, you must be officially registered for courses. Please be aware that you are not considered officially registered until you have met all admission requirements and have paid your tuition and fees or have had arrangements for such payments approved by the Bursar's Office.

5. Tuition payment(s)

Estimated annual graduate tuition and fees for 2004-2005

	Academic Year	Summer
Arizona residents	\$5,103	\$1,199
Non-residents	\$7,520	

To help you budget for educational expenses, Northern Arizona University offers a convenient, low-cost way to spread fall and spring tuition charges over five interest-free installments. Plus, they offer a three month installment plan for summer. The plan features:

- easy enrollment
- five interest-free consecutive monthly payments (three months for summer)
- availability for fall and spring semesters
- no minimum required for eligibility
- \$50 per semester nonrefundable servicing fee (\$30 per semester for summer)

For more information contact:

Office of the Bursar
 Attn: TPP
 Box 4079
 Flagstaff, AZ 86011-4079

6. Catalog to use for degree requirements

In determining which degree requirements pertain to you, you may only use the requirements described in one edition of the *Graduate Catalog*, as explained in the paragraphs that follow.

If you have been **continuously enrolled** at NAU, you may meet the degree requirements described in the catalog in effect when you were admitted to NAU *or* you may choose any other one catalog in effect through your time of graduation. The same is true if you have not had a break in attendance from NAU of more than one regular semester.

If you have had a **break in enrollment** of more than three regular semesters, you must reapply for admission to NAU. You can then meet the degree requirements in effect when you were readmitted or choose any other one catalog in effect through the time of graduation.

7. Class Attendance

You are responsible for regularly attending all courses for which you are registered.

Should an absence from class be unavoidable, you are responsible for reporting the reason to your instructors. (Be aware that Fronske Health Center does not provide documentation of your health problems.) In addition, you are responsible for making up any work you miss. Your instructors are under no obligation to make special arrangements for you if you are absent.

You should know that Arizona Board of Regents' policy forbids discrimination because of your religious beliefs or practices or any absences resulting from them. In addition, you cannot be discriminated against for seeking a religious accommodation pursuant to this policy.

8. Pass-Fail

Pass-fail grading is **not** available for any graduate course, including a co-convened course, that is normally graded with a letter grade.

However, with the permission from your advisor and the Graduate College, you may elect pass-fail grading for an undergraduate course that you don't take for credit, such as a course taken to satisfy a deficiency in your preparation for a graduate program.

9. Required GPA Average

You must maintain a 3.0 grade point average for all courses taken and for all courses required in your program. No more than 6 hours of C grades can be counted on a master's degree. A grade below C does not earn graduate credit.

At the time of graduation, if you have earned a cumulative grade point average of at least 3.9 for all courses taken at NAU on your program of study, we recognize you with the notation "with distinction" on your transcript.

10. 400-level classes

A student can take up to two 400 level courses as part of your master's program with prior approval by your program advisor (Grad. catalog 2002-2004 p. 32) These credits count towards the required 36 hours. Of the required 36 credit hours, 6 can be at the 400 level (with prior approval), so the student would need 33 or 30 credit hours at 500-600 level.

The 400-level classes should **not** have been previously counted towards the credits required to obtain an undergraduate degree (no double dipping).

11. Course Deficiencies

Based on its assessment of the applicant's materials (transcripts, oral recorded sample, written sample, and/or interview), the MAT in Spanish admissions committee, in consultation with the Graduate Coordinator, may recommend that a student take one or more courses at the 300 or 400 level in Spanish. The purpose of such a recommendation is to help the student achieve the level of linguistic proficiency deemed necessary for graduate level work in Spanish. Such courses do not count towards the total number of 36 credits required to complete the MAT in Spanish.

12. Time Limits

Maximum amount of time to complete degree: 6 years. (Graduate College rule)

If the student needs an extension to complete the MAT s/he needs to fill out a form from the Graduate College called "Extension of Time Limit." See NAU Graduate Catalog.

13. Incompletes

Even though at times circumstances can force a student to ask for an incomplete, asking for incompletes is strongly discouraged. A consistent record of incompletes shows lack of academic progress, and may be cause for dropping a student from the graduate program. A student needs to make up the incomplete within the semester following the time s/he received it.

See the NAU Graduate Catalog for university policy on incomplete grades, and the procedures to follow (a) to petition for an incomplete grade, and b) to formalize a written agreement with your instructor.

14. Transfer credits

See NAU Graduate Catalog. For the MAT in Spanish program, a maximum of 9 graduate level credits completed at another appropriately accredited institution within the relevant six-year period with a grade of A or B may be transferred toward the MAT with advisor approval.

To apply for transfer credit, you must fill out the Graduate College Petition for Transfer Credit (MAT program), available in the Modern Languages Office (room 108). Provide all the information requested on that form. You should discuss your petition with your MAT advisor before submitting it.

15. Second Master's Degree

With the approval of your advisor, you can use up to 9 hours of coursework from a previous master's degree (earned at NAU or another university) to satisfy the requirements for a second master's degree at NAU.

If you have completed one master's degree at NAU, you must reapply for admission through Graduate Admissions before beginning work on another degree.

16. Tuition Waivers

Once a year, during Spring semester, the Graduate College at NAU distributes a few tuition waivers for Departments to assign to their graduate students. In the case of the MAT in Spanish we receive 2 in-state waivers, and 1 out-of-state waiver. The Graduate Coordinator will announce the availability of those waivers.

To apply to this limited number of waivers MAT students will need to:

a. Write a letter requesting a tuition waiver. The letter should be written in English (for filing and accounting purposes), and accompanied by a current transcript.

The assignment of tuition waivers will be made by a committee of MAT professors based on the following criteria:

1. Grades reflecting a year's worth of graduate work (2 semesters completed- 3 courses each).
2. Brief description of financial support being received at time of application (assistantship, for example).
3. A statement of evidence of your own academic merits in our program (in English and/or Spanish). The statement should not be a list of grades and classes, but a brief summary of what you consider to be your own outstanding academic accomplishments while studying in the MAT in Spanish program.

The notification of tuition waiver assignments will be sent to students in the last week of May each year.

17. Capstone Project (SPA 689 – 3 credits)

This is a semester-long individual project that represents a combination of the student's academic and professional interests. The project may respond either to interests developed studying within the MAT program or to curricular or teaching needs at the student's home institution/district.

Assessment of Student Learning Outcomes (methods and outline)

1. The advisor and the student will chart an action plan and a time-line for the completion of the project, both in terms of the student's outcome (e.g., classroom materials, experimental materials, literary bibliography) and the document that the student will write.
2. Student and advisor will meet on a regular basis to deal with questions and check progress towards the project's completion.
3. By mid semester, the student will complete either a written report of his or her progress or a draft of the document to be produced by the completion of the project. The advisor will provide feedback.
4. The advisor and the student will schedule a public, academic presentation of the completed project by semester's end.

18. Comprehensive Examinations

The Spanish MAT Comprehensive Examination is a six-hour written examination, which is given twice a year. This examination is a 'closed-book' exam. Students may not use any reference materials while answering questions. Students may write the exam by hand or use a computer with word processing software. The only supplies that students need to bring to the exam are pens or pencils: papers and diskettes are supplied by MODL.

The Comprehensive Examination is scheduled at the beginning of the Spring semester (end of January, early February) and near the beginning of the Fall semester (between late August and mid September). The exact dates change each year, consult the Department of Modern Languages for the particular dates of specific examinations. Exams will be administered in two consecutive days.

The examination tests a candidate's ability to synthesize and apply information from the core courses in the Spanish MAT program. It consists of three questions in each of three sections.

- 1) Teaching and Pedagogy
- 2) Literature and Culture
- 3) Linguistics

All students must answer two of three questions in each of the sections. Students have six hours to complete this test, including breaks as needed. Students will spend

approximately 2 hours on each of the three sections. Because they need to answer two questions on each section students should plan to spend approximately one hour per question.

How to adequately prepare for the Comprehensive Exams.

Students may want to form study groups with other who will take the exam. They should remember that the exam is a comprehensive test of their ability to synthesize and apply knowledge from the core courses. It is recommended that students begin to study well in advance of the exam date. It may be helpful to outline course materials while still enrolled in courses.

Grading of the Comprehensive Exam

The examination is graded on a three point scale: 3.0 = High Pass with Distinction; 2.5= High Pass; 2.0= Pass; 1.5= Pass Minus; 1.0=Poor; 0.5= Poor Minus; 0=Fail. To pass a student must meet two conditions: (1) the average score for all three sections must be passing (that is, 1.5 and above); and (2) the student must not fail two sections.

If a student does not pass the Comprehensive Examination, you may take it a second time. If your average score for all three sections was below 1.5, but you “passed” two sections and did not “pass” only one section, then you need to retake only one section (any of the three that you have not passed). If your average score for all three sections was below 1.5, and you did not “pass” two or more sections, then you need to retake the entire examination.

If a student’s total score for the comprehensive examinations is **1.75 or lower**, the MAT in Spanish degree is considered to be terminal. A terminal degree means that there is no endorsement from the Department to apply for a higher academic degree program.

If a student’s total score for the comprehensive examinations is **2.0 or above**, the student is entitled to an endorsement from the Department to apply for a higher academic degree program.

19. Application for Graduation

All students must file an application for graduation with the Graduate College and pay a graduation fee. The purpose of the application is to verify that you have met all degree requirements prior to graduation.

20. Courses in other NAU Departments

Before enrolling in a course in another Department at NAU, students need to consult with the Graduate Advisor and the Graduate Coordinator.

The following basic rules apply:

1. You may take one (1) course in another Department and not more during the course of

the MAT in Spanish.

2. You may not take a course in another Department when a similar course is offered in the MAT in Spanish.
3. Fluency in Spanish is not a valid reason to take a course in English in another Department. A unique and basic feature of our program that benefits both native and non-native Spanish speakers is that all courses are offered in Spanish.
4. You may take (one) course in another Department if it allows you to graduate within 2 years time. The selection of the course needs to be consulted with and approved by the Graduate Coordinator.
5. The substitution of an MAT in Spanish course is based on sound academic considerations.

II- Graduate Assistantships (Ayudantías)

Who are Graduate Assistants?

Graduate assistants are full-time graduate students employed on a part-time basis by Northern Arizona University. A graduate assistant receives a stipend for services rendered. A graduate assistantship is a form of apprenticeship and contributes to the student's professional development. Its primary purpose is to assist students in strengthening and successfully completing their academic program.

What follows is a brief overview of items that are relevant for Graduate Assistants:

1. Teaching
2. Practicum
3. Benefits
4. Evaluation

1. Teaching

A GA (ayudante) in Spanish has a 20-hour-per-week teaching commitment. This entails:

- Teaching and preparing two (four credit hour) classes of Elementary or Intermediate Spanish per semester.
- At least three hours of scheduled office hours.
- Depending on the GA's preparation and experience, participation in a one-credit-hour teaching practicum (above the minimum of nine credit hours of course work).
- You will receive all the necessary teaching materials before each semester begins.

GAs (ayudantes) have full responsibility for teaching, conferencing, and grading the work of all students in their courses. For suggestions on how to deal with problematic students you are encouraged to seek advice from Dr. Yuly Asención, Dr. Cecilia Ojeda, or Dr. Ed Hood.

2. Practicum

Description:

This is a practical, one credit course that will prepare GAs to teach Spanish 101 and 102. The students will learn about current second language learning methodological and pedagogical practices at the university level. By taking this course the student will be able to design class plans and class activities, develop learning materials, and develop appropriate assessment tools. In addition, the student will learn how to be constructively self-critical about his or her own teaching style and methods.

3. Benefits

Graduate assistants pay tuition at residents rate.

Assistantship Funding Hours Benefits

Teaching All 10-19 hours your Tuition waiver is \$300 per semester

Teaching All 20 hours your Tuition waiver is \$600 per semester.

Health Insurance

There is a graduate assistance waiver for health insurance. It only covers the student portion. If a student wants to cover their spouse/family on the plan the amount would be considerably higher. As an example, the premium for dependent coverage is the following:

Spring 2006

Student: \$488

Student and Spouse: \$1,915. \$1,427 if the student has the GA insurance waiver.

Student and Child(ren): \$1,708. If the student has the GA insurance waiver it is \$1,220.

Student, Spouse and Child(ren): \$2,529. if the student has the GA insurance waiver \$2,041.

4. Supervision and Evaluation of Teaching Assistants

Supervision and evaluation of GA's teaching performance is the responsibility of the Spanish Lower-Division coordinator.

- You will be given a written performance evaluation each semester. This evaluation must show a satisfactory rating to be eligible for reappointment.

- You will be informed if your performance is less than satisfactory and you will be given an opportunity to correct any problems.
- You may be terminated before the end of my appointment if you fail to maintain job performance at acceptable levels.
- Graduate assistantships are not automatically renewed and may be subject to available funding.
- There is no expectation of employment beyond the limits of this appointment.
- Any changes to the terms of this appointment will be submitted on a Graduate Assistant Personnel Action form and a copy of the form will be given to you.
- While employed as a graduate assistant, you may not work for NAU in any other capacity.
- You are subject to all applicable policies set by the Arizona Board of Regents, including policies governing equal opportunity, affirmative action, codes of conduct, conflicts of interest, and patents.
- If this is your first graduate assistantship appointment at NAU, you will attend the orientation for new graduate assistants offered by the Graduate College in August, and complete the training pertaining to the university's Safe Working and Learning Environment Policy.

revised and updated on 9/27/2006