

A Word about Your Duties as a Foreign Language Assistant

You may be wondering what your duties are as a Foreign Language Assistant (FLA). At Holy Cross, FLAs assist Instructors in teaching language courses from elementary to advanced levels. Typically, courses have four contact hours, of which three are taught by the Instructor, and the fourth (called 'Practicum') is taught by the FLA. (Some courses actually involve five contact hours, three with the Instructor, and two with the FLA.) Practicum hours are assigned by the FLA Liaison in each language program.

The modern languages offered at Holy Cross include Chinese, French, German, Italian, Russian, and Spanish, as well as American Sign Language (ASL). All these languages have a FLA/Visiting Lecturer program.

The courses in which FLAs participate include Elementary 1 and 2 (a two-semester introductory-level sequence), Intermediate 1 and 2 (a two-semester intermediate-level sequence following Elementary 2), and Composition and Conversation (a one-semester course following Intermediate 2).

In addition to these courses, FLAs working in the Spanish program also participate in Intensive Elementary (a one-semester intensive course for false beginners), Advanced Composition and Conversation (a one-semester advanced course), and several Directed Independent courses.

FLAs are expected to work closely with the FLA Liaisons in each language program and (whenever possible) with the Instructor(s) of the courses to which they are assigned. FLAs do not introduce new materials, but rather review, practice and consolidate the topics and grammar points the Instructor has introduced in class. Though activities, materials and approaches may vary according to level and language program, the basic idea of the Practicum is to emphasize oral and written communicative practice in small groups, adding a cultural dimension whenever possible.

Besides the Practicum, FLAs also hold weekly office hours and participate in language clubs, language tables, film series and other cultural activities, as part of their contractual obligation. In this sense, FLAs serve not only as language assistants, but also as cultural ambassadors within the larger Holy Cross community. (To further this goal, FLAs are encouraged to bring with them cultural materials to share, such as music, videos, magazines, recipes, etc.)

Throughout the year, FLAs receive some pedagogical training to enhance their Practicum teaching. This training involves several components. Prior to their first Practicum, FLAs attend several two-to-three-hour workshops offering an introduction to foreign language teaching within the American university system and at Holy Cross in particular. The second component involves biweekly one-and-a-half-hour follow-up workshops in the Fall and early Spring semesters, with teaching demos, presentations on pedagogical activities, and group discussions on different aspects relevant to Practicum teaching.

As part of their training, during the year FLAs are also expected to observe several classes taught by regular Instructors and other FLAs. In addition, each FLA is observed at least once a semester by a regular Instructor. The goal is not only to provide FLAs with constructive feedback about their own teaching, but also to expose them to the variety of approaches to foreign language teaching used by Instructors at Holy Cross.

Welcome to our program. FLAs make a crucial contribution to Holy Cross, and we look forward to having you on board. See you soon!

**Foreign Language Assitant's Benefit Package
2011-2012**

Benefit	Cost Description	Cost/Year
Stipend		6,665.00
Health Insurance		815.00
Access to Health Services		284.00
Meal Plan	1,500.00 each semester	3,000.00
Housekeeping	1/2 hr/day for each appt @ 15/hr X 40 weeks	1,500.00
Tuition	\$4,772.50 per course	19,090.00
Housing		6,600.00
Heating Costs	\$50/month X 9 months	450.00
Electical Costs	\$30/month X 9 months	270.00
Local Phone Service	\$35/month X 9 months	315.00
Cable w/ Internet Service	\$35/month X 9 months	315.00
HC ID Card		10.00
Teaching Supplies	paper, pens, markers, overheads etc	150.00
Photo Coppies	.055/copy avg. 1000 copies/semester	110.00
	TOTAL BENEFIT	39,574.00

Other Benefits:

Access to Library
Office Space
Computer Access
Wireless Svc in Apartments
Full use of Gymnasium & Pool