



UNIVERSIDAD DE JAÉN

*Centro de Estudios Avanzados en Lenguas Modernas*

## **CONVERSATION ASSISTANTS PROGRAMME FOR INTERNATIONAL STUDENTS 2018–19**

### **PURPOSE**

The Centre for Advanced Studies in Modern Languages (**CEALM**), in cooperation with the **Vicerrectorate of Internationalization**, wishes to integrate incoming international students to its foreign language courses as **Conversation Assistants** participating in its foreign language classes under the supervision and guidance of **CEALM** teachers. The **Conversation Assistants Programme** will benefit both the Spanish students taking language courses, who will have the opportunity to talk and interact with native speakers of the language they are studying, and international candidate students, who will become acquainted with the teaching-learning environment and practices of a Spanish university language centre. Participants need not have any previous training or practice in teaching, but priority will be given to students enrolled in linguistic degrees in their home universities.

### **ACADEMIC ASPECTS**

Participation in the **Conversation Assistants Programme** involves attending 60 class hours in total. These 60 hours may be distributed in two ways: the conversation assistants may attend and participate in classes (4 hours per week) or else they may attend a greater number of hours per week and consequently finish the programme in fewer weeks.

The **Conversation Assistants Programme** is offered twice per academic year: from late September to December and from February to May (first and second semesters).

- **First half of the programme.** The conversation assistants will accompany the teacher(s) to their classes, observe their teaching practice and working routines and participate in oral activities with students. They will attend classes of two or three different levels (from beginner to advanced classes; A1 to C2 in the *Common European Reference Framework for Languages*).
- **Second half of the programme.** The conversation assistants will be given greater autonomy and actually co-teach the oral skills in the foreign language. Under their teacher-tutor's direct supervision, they will be responsible for conducting a number of different spoken activities with the students.

After completion of the **Conversation Assistants Programme**, the students will be awarded a Certificate issued by the CEALM stating:

- the name of the programme;
- the number of hours the student has attended and in which he/she has conducted activities autonomously;
- the type of activities engaged in; and
- the number of ECTS credits (maximum 6).



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## FINANCIAL ASPECTS

Participation in the **Conversation Assistants Programme** does not imply a contractual working relationship with the CEALM or the UJA, but a complementary voluntary learning activity that is part of their academic experience at the UJA. However, it is a remunerated activity: after completion of the **Conversation Assistants Programme**, participants will be rewarded with € 100 per month (to be paid as a € 450 lump-sum payment at the end of the period). Should the assistants fail to attend some of the sessions scheduled, this amount will be reduced proportionately. Should they fail to attend more than 75% percent of classes, the CEALM will consider they have abandoned the Programme and will not make any payment. Likewise, the number of credits awarded will depend on the assistants' attendance to the scheduled classes.

## APPLICATION PROCEDURE

Maximum number of candidates admitted:

- Semester 1: English: 4 candidates; French and Italian: 1 candidate x language.
- Semester 2: English: 4 candidates; French and Italian: 1 candidate x language.

**Procedure:**

- Applicant students 1) must belong to universities with which the University of Jaén has an exchange programme and 2) must have already been accepted as exchange students.
- Applicants must have English, French, German or Italian as their native language (the languages taught in the CEALM). If no native candidates apply, the CEALM will also consider applicants with an advanced level (C1 or C2) in any of these languages.
- Applications must be sent before September 28th for Semester 1 courses or before February 1st for Semester 2 courses.
- Applications must be sent to the Assistant Director of the **CEALM**, Alejandro Alcaraz Sintés ([aalcaraz@ujaen.es](mailto:aalcaraz@ujaen.es)).
- A short CV (prior studies, any work experience and contact information) must be attached to the application.
- The **CEALM** will contact applicants by email to arrange a meeting. The selection will be based on the applicants' profiles and on the needs of the CEALM.
- Chosen candidates will be assigned a tutor and a schedule of classes will be established so that they do not clash with their regular academic activities or courses in official UJA degrees. The tutor will also explain to them the nature of teaching commitments for the length of the programme.
- By accepting to take part in the Teaching Practice Programme, applicants agree to comply with CEALM rules and fulfil the teaching commitments.