



Department of Foreign Languages Critical Languages Program

Guidelines and Work-Study Requirements for Language Partners

Work-Study Requirements:

- Critical Language Partners are compensated through the University's Work-Study Program. In order to receive compensation, you must obtain a Social Security Card if you do not already have one. Ms. Kelly (contact information below, can advise you on how to do this)
- As per the *Student Employment Handbook for Supervisors*, "Students must maintain a 2.0 G.P.A. and be enrolled in at least 6 hours both Fall and Spring semesters to maintain eligibility. Students are not required to enroll during the summer semester to maintain eligibility."

Guidelines:

As a Language Partner in the Critical Languages Program, you, along with the Outside Examiner who will administer the final exam, play a vital role in students' success in the classroom. Accordingly, this important position brings with it a need for certain standards and requirements.

- Language Partners need to communicate by email with the Examiner in their language (Ms. Kelly can provide you your Examiner's email address in case you don't already have it) to **find out precisely how much of the text must be covered in order for the students to be prepared for the Final Exam**. It is very important to do this at the outset of the course so that you can pace yourself accordingly to be sure that the material is covered in time for the Final Exam, which is conducted via Skype on Study Day.
- Punctual in meeting your class(es)
- Professional in interaction with students
- Focus on conversation in the target language
- Meet with class for the full 1 hour and 15 minutes
- Maintain an accurate roster for each class meeting and turn in by stated deadline*
- Be present during the final exams
- Submit your monthly time sheet to Ms. Kelly on Portal by stated deadline
- Provide Ms. Kelly with your UNA email and telephone number(s), and ***check both regularly* for important communications from myself and Ms. Kelly**
- If a student wishes to drop the class, inform them that they must send an email to registrar@una.edu with copy to Ms. Kelly (jkelly@una.edu) and Ms. Linam (ralinam@una.edu) stating that they wish to drop the class.
- Always inform Ms. Kelly in a timely fashion if you need to cancel class
- At the end of class, turn off lights and close windows

*It is especially important to report any student on the roll who is not attending at all, or is missing class frequently, as this can have consequences in the Business Office and Student Financial Aid Office.

Contact Information:

Ms. Joy Kelly
T: 256.765.4390
Email: jkelly@una.edu
Ms. Rebecca Linam
(ralinam@una.edu)