

Department of Spanish and Portuguese
Spanish Teaching Program
3190 JFSB
Brigham Young University
Provo, UT 84602

Dear Student:

We understand that you wish to declare yourself as a Spanish Teaching Major. Increased enrollment demand has necessitated that Spanish Teaching be designated as a Limited Enrollment Program. This means that in order to be accepted into the Spanish Teaching Major program you must apply for admission to the program, which entails the following steps:

1. Attend a teacher licensure orientation. These orientations are offered at the beginning of each semester by the Department of Teacher Education. The orientation provides essential information about how to fulfill the university's teacher education requirements. Information about the scheduling of orientations is available from the Department of Teacher Education at 422-4077.
2. Successfully complete Secondary Education 276R, "Exploration of Foreign Language Teaching." This course is designed to help you determine at an early point in your college career whether or not a career in foreign language teaching is a good choice for you personally. The course involves visits to junior high and high school foreign language classrooms, visits from guest speakers who are experienced foreign language teachers, and readings and discussion on theory and techniques in language teaching.
3. Complete the Spanish controlled writing sample. This is done in the Education Computer Lab, 180 MCKB, and takes approximately one hour. The controlled writing sample is intended to demonstrate your ability to write spontaneously in Spanish, as well as your thoughts about the teaching profession. If you wish, you may bring a Spanish-English dictionary to refer to as you write. Please do not refer to any other resources.
4. Complete and submit an application packet for the Spanish Teaching Major program. The packet is available online at <http://spanport.byu.edu/spanteach/> or may be picked up from the Spanish Department, 3190 JFSB. (Please note that completion of Steps 1-3 above is required prior to submitting your packet.)

Students may declare themselves as regular Spanish Majors (as opposed to Spanish *Teaching* Majors) until the above steps are completed and the application packet is evaluated by a faculty advisement committee. After the information in your packet has been reviewed by the advisement committee, you will be notified and assigned a faculty advisor if you are admitted into the Spanish Teaching Major.

Packets will be evaluated according to the following schedule:

<u>Entry Semester</u>	<u>Packet Submission Deadline</u>	<u>Students notified by</u>
Fall Semester	February 28	March 31
Winter Semester	October 31	November 30

Inquiries regarding evaluation of the packet should be directed to the Department of Spanish and Portuguese, 422-2837. Thank you for your cooperation.

Sincerely,
Dr. Jerry W Larson, Chair
Spanish Teaching Major Advisement Committee

Spanish Teaching Major Application Packet
CHECKLIST

This application packet must be submitted to the Department of Spanish & Portuguese (3190 JFSB) according to the deadlines indicated on the cover letter.

Before submitting this application packet:

- Attend a teacher licensure orientation as explained in the cover letter from this packet.
- Go to the computer lab in 180 MCKB and complete the Spanish controlled writing sample, as explained in the cover letter.
- Complete Sc Ed 276R. (Your application to the Spanish Teaching Major may be submitted immediately upon completion of 276R.)

Include the following materials in your application packet:

- Personal Information Sheet from application packet.
- Most recent transcripts of all university credits or recent ABC report.
- Take the CLIPS Spanish Diagnostic Test in 1131 or 1133 JFSB and submit results with this application packet. When asked by the computer program, enter the following information: Spanish 900, Section 001, Spanish Teaching (as instructor). At the end of each of the four parts of the Diagnostic Test you will be shown a summary of your results. Print this page as you complete each of the four parts of the test and submit these summary pages with your application.
- A five- to seven-minute VHS videotape of you teaching a Spanish lesson, *conducted in Spanish*. The lesson should address an intermediate-level topic, such as direct or indirect object pronouns, stem changing verbs, preterite vs. imperfect, or a significant thematic vocabulary or cultural lesson. You may make your tape in any classroom setting, and you may use friends or family as "students" for your video teaching.
- Two letters of recommendation on the attached forms: 1) from someone who knows you and your work habits and experience well but is not related to you, and 2) from someone in the Spanish teaching profession but *not* a member of the Application Reviewing Committee (i.e., Spanish Pedagogy faculty members). Authors of the letters must seal their letters in an envelope and sign their names across the envelope flap. Letters from someone who has seen you teach are most beneficial. You may waive your right to see the letters, if you wish to do so.

Submit all materials in a large manila envelope.

Following evaluation of your packet by the advisement committee, you will be notified as to whether you are admitted into the Spanish Teaching program. If so, you will be assigned a faculty adviser, whom you should contact within two weeks to set up an appointment to discuss your graduation plan. If you are not admitted, you may apply again in a subsequent semester, or you may be admitted into the regular Spanish or Spanish Translation programs.

SPANISH TEACHING MAJOR APPLICATION PACKET
PERSONAL INFORMATION SHEET

This application packet must be submitted to the Department of Spanish & Portuguese (4050 JKHB) according to the deadlines indicated on the cover letter.

Surname	First Name	Middle or Maiden	Student ID Number	Total Number of Credit Hours Completed
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Current mailing address (All information pertaining to your Spanish Teaching major program will be sent to your current mailing address. Please advise the Spanish Department of any change in that address.)

LOCAL ADDRESS:

Number and Street	City	State	Zip Code	Local Telephone
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PERMANENT ADDRESS:

Number and Street	City	State	Zip Code	Permanent Phone
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E-mail address:

Minor Teaching Subject: _____

Date of orientation session attended: _____

Semester that you took ScEd 276: _____ Instructor: _____ Grade: _____

Anticipated Graduation Date: _____

Please list all UPPER-DIVISION SPANISH classes you have taken:

Course Number/Title	Instructor/Professor	Semester/Year	Grade

LETTER OF RECOMMENDATION

Applicant's Name _____

I hereby waive my right to review this recommendation. _____ (Student's signature)

I DO NOT waive my right to review this recommendation. _____ (Student's signature)

This person is considering a major in the Spanish Teacher Education Program at BYU intending to become a secondary school Spanish teacher. Please rate this person on the following traits compared to other similar people you have known.

	Top 2-3%	Top 10%	Top 25%	Middle 50%	Lower 25%	Unable to Evaluate
Dependability						
Teachableness						
Ability to work with others						
Ability to lead others						
Ability to write in Spanish						
Ability to communicate orally in Spanish						

Would you want this person to teach your teenager or grandchild who is a teenager? Please explain.

Additional comments:

Recommender's Full Name (please print)

Position or connection to applicant

Signature

School or Company

Date

Location

LETTER OF RECOMMENDATION

Applicant's Name _____

I hereby waive my right to review this recommendation. _____ (Student's signature)

I DO NOT waive my right to review this recommendation. _____ (Student's signature)

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Recommender's Full Name (please print)

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School or Company

Date

Location