

VADEMECUM FOR RESIDENT ADVISORS IN THE DEPARTMENT OF FRENCH AND ITALIAN
2016-17

Overview

The Language Program Director, Tania Convertini, will be your supervisor. She and Brigitte Mosenthal, the French Language Coordinator, will be your primary contacts and the primary sources of information and direction for you throughout the year.

The faculty advisors, one professor in French and one in Italian, will participate with the Language Program Director in serving as a liaison for the department with the Global Village and your activity there. The faculty advisor and the Language Program Director will also assist with your orientation at the start of the year, provide guidance as needed throughout the year, provide input regarding planned activity, and ensure curricular connections in the programming that you develop.

The department administrator, Mary Fletcher, oversees the administrative aspects of the department, including budgets. She will participate in your orientation session within the department to explain the budget and financial processes, and will provide information regarding other procedures and processes that will be relevant to your activity. She and Maria Bradley, the department's administrative assistant, are available to answer questions.

Your mailbox is in the department office and you will receive all mail and packages there. The department address and phone number are:

Department of French and Italian
Dartmouth College
6087 Dartmouth Hall
Hanover, NH 03755
603.646.2917

Office supplies are available in the office as well. Soon after your arrival, a Dartmouth IT technician will be available to help set up your Dartmouth email account on your computer and to help with other technical issues as necessary.

While living in the Global Village, you will enjoy the same amenities that the residents all share, including the use of a shared kitchen, common spaces, and social interaction. Personnel at the Global Village will provide information and support throughout the year and you will meet with Global Village staff on a regular basis. Katherine Daub, Associate Director of Living Learning Programs and Academic Initiatives, will be your primary contact there. Her email address is livinglearning@dartmouth.edu.

A summary of your role and responsibilities

You will play a leadership role in your interactions with participants in the French/Italian Club, students in language classes, and residents of the Global Village, to facilitate opportunities for them to learn and practice the language and to provide encouragement and support as they do so. To the greatest extent possible, you will create, enhance, and nurture language-learning experiences for them throughout the year.

As stated in your letter of offer, you will work for the college for an average of 25 hours per week, 17 hours (more or less) of which will be in the Department of French and Italian and 8 hours (more or less) in the Global Village.

In your work in the Department of French and Italian you will support the language programs in a variety of ways. These will include attendance at drill workshops, which are three evenings at the beginning of each term; preparation and teaching of up to two drill sessions per term; preparation and facilitation of discussion hours for academic courses as needed; organization of and attendance at the French/Italian Club, student support, and Global Village activities, as well as coffee hours, for which your responsibilities include set-up and clean-up. You will hold office hours (two hours a week) in Dartmouth Hall at which you will advise students in their writing assignments. (Since Dartmouth has a strict honor code by which students must produce their own work, your help will not involve grading or course content. Rather, it will consist of guiding and advising students in matters of language expression.)

Acceptance of students into residence in the Global Village is based on their application, part of which is an essay presented by them that explains their motivation in seeking housing there. As the Resident Advisor in the Global Village, you have the opportunity to play a significant role in nurturing and expanding that motivation by being available to students for conversation, planning and attending activities, and encouraging their pursuit of the language and the culture. Students are expected to speak the target language when in the Italian/French cluster. Your job is to create a positive atmosphere that encourages students to enjoy communicating in the target language and to abide by the language expectation.

Your work in the Global Village is in return for your housing there and will include administrative or logistical assistance there each week, separate from your activities with students. Information regarding your responsibilities in the Global Village will be provided at the Global Village orientation.

Details regarding your role and responsibilities (Instructions specific to each responsibility are attached.)

1. Drills and other academic responsibilities

- You are responsible for the preparation and teaching of up to two drill sessions per term, unless special circumstances require additional support.

- Your attendance at the AT Workshop (three consecutive evenings) is required each term. You are not required to attend the Jury, which takes place the day following the last workshop.
- When special circumstances arise and additional help is needed, you may be asked to conduct discussion hours in French and Italian cultural and literary courses. During discussion hour, students explore topics from the syllabus, practicing their skills in the target language. You will coordinate with the professor teaching the course the organization of the discussion hour.
- You will receive training as a writing/tutor assistant for RWIT. When circumstances require additional help in this area, you may be asked to serve as writing assistant in our department.

2. French Table, Italian Table, Coffee Hours

Both French and Italian sections hold informal conversations as scheduled in consultation with the Language Program Director and the French Language Coordinator at the beginning of each term. Students studying French and Italian 1, 2 and 3 attend the language tables and the café to practice their speaking skills in an informal setting. Related to these activities, you will:

- Reserve the space at the beginning of the term.
- Advertise and promote the events.
- Attend every Table or Coffee event and ensure that each one is staffed with two ATs.
- Facilitate the conversation and make sure to include students with lower levels of proficiency. (If you find that you need help with strategies to improve the effectiveness of the conversation at these events, please consult with the Language Director, your faculty advisors and/or other professors within the department, all of whom are here to help and support your efforts.)

3. French/Italian Clubs

You will coordinate and promote the activities of the French or Italian Club, which are student organizations supported by the department. In collaboration with the faculty advisor, as described above, and the officers of the Club, it will be your responsibility to develop a program of cultural activities for the Club each term. Please refer to the attached the manual for details and procedures regarding these activities.

4. Global Village /Affinity Suites

One of your main roles is being the Resident Advisor for the students participating in the language residential program situated in the Global Village. There are 10 residents in the French suites and 8 in the Italian. As the Resident Advisor, you will:

- Prior to the beginning of each term, establish a calendar of weekly meetings, which may include dinners, teas, activities and presentations.
- Meet with your faculty advisor, and/or the Language Program Coordinator and the French Language Coordinator to discuss your ideas for activities and initiatives.
- Meet at the beginning of each term with your residents and the faculty advisor and/or another faculty member. With the help of faculty, convey to the residents a well-planned program and clearly reiterate the expectations regarding their attendance and participation, which are integral to their residence into Global Village housing.
- Attend and facilitate the weekly resident meetings and/or events.
- Attend the Global Village's Lead Team weekly meeting as representative of your Global Village community. Reminders of the meetings will be circulated.
- Offer your input on received applications for residence in the Global Village each term.
- Attend the orientation/training meeting in the Global Village at the beginning of the year.
- Make sensible and judicious use of the budget for the activities and events you coordinate.

5. Communication

In order to ensure the most effective communication in the department, we ask that you respond to emails and messages within 24 hours. Please don't hesitate to communicate questions or concerns promptly to your faculty advisor, the professors, and/or the Administrator.

6. Relationship with Faculty and Students

Your position as Resident Advisor requires that you maintain a friendly relationship with students and faculty, while you at the same time represent the department. Therefore, always engage professionally with students and faculty.

7. Report

You will receive a report written by the previous advisor that will help you navigate on campus, in town, and in your role as advisor. Prior your departure in June, please update the report so that it provides the correct information for the next advisor and submit it to Tania Convertini.