

TEACH AND LEARN IN SPAIN STUDY PROGRAM

INSTITUTO UNIVERSITARIO DE INVESTIGACIÓN EN
ESTUDIOS NORTEAMERICANOS "BENJAMIN FRANKLIN"

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TEACH AND LEARN IN SPAIN STUDY PROGRAM

The objective of the Teach & Learn in Spain Study Program is to provide American students with the opportunity of studying a Master's Program from the Universidad de Alcalá under a scholarship scheme, while doing an internship in schools of the Community of Madrid. This internship will have a monetary compensation.

Under the internship scheme, participants will teach English and other content courses in English as well as assist teachers in the classroom.

Participants can choose between two Master's programs:

-Máster en Enseñanza de la Lengua, Literatura y Cultura en el Mundo Hispánico

-Master in Bilingual and Multicultural Education

The program is primarily devoted to American graduate students (who have completed a Bachelor's Degree) interested in the Education field and doing research about some aspect of Spanish literature, language, culture or bilingualism and multicultural education.

Students will spend a whole academic year to complete the program (September- June).

Students will be expected to teach English language skills to students in schools of the Community of Madrid. Interns will be working with teachers and will not be responsible for the classes.

MÁSTER EN ENSEÑANZA DE LA LENGUA LITERATURA Y CULTURA EN EL MUNDO HISPÁNICO

El *Máster en Enseñanza de la Lengua, Literatura y Cultura en el Mundo Hispánico* está fundamentalmente dirigido a todas aquellas personas interesadas en profundizar en la enseñanza de la lengua así como en otras áreas relativas a la literatura, la cultura y las humanidades.

Con este objetivo se ha diseñado un Máster que permite compatibilizar el deseado desarrollo profesional con las responsabilidades docentes del estudiante. Distribuido a lo largo de un año académico -septiembre/junio- donde los alumnos cursarán 8 cursos de diversas disciplinas.

Además de los cursos, los alumnos deberán hacer prácticas docentes -18 ó 24* horas semanales-, dependiendo de las necesidades de los colegios, a lo largo de todo el año académico en colegios de la Comunidad de Madrid.

Asimismo, el alumno desarrollará una memoria fin de Máster que incluirá un proyecto docente o un trabajo de investigación sobre un tema relacionado, en el que se plasmará todo lo aprendido durante el curso. Esta memoria será supervisada por un profesor/tutor del Programa y será evaluada por un Comité compuesto por tres especialistas.

- El Máster está oficialmente acreditado por la Universidad de Alcalá, por la Oficina de Estudios Propios.
- La Universidad de Alcalá es una universidad pública reconocida como tal por el Ministerio de Educación de España. Con este programa los alumnos obtendrán 60 créditos ECTS (European Credit Transfer System).
- Se ofrecerán sesiones de orientación antes del inicio del programa.
- Se llevará a cabo una supervisión de las prácticas en los colegios.
- Carácter eminentemente práctico que incluye docencia en distintos colegios de la Comunidad de Madrid.
- Los estudiantes admitidos al programa tienen los mismos privilegios que los alumnos de la UAH, así como acceso a todas las instalaciones y servicios de la universidad.

** Excepcionalmente algunos alumnos, debido a las solicitudes de determinados colegios, podrán impartir 25 horas semanales.*

Características

El Máster consta de 60 créditos ECTS -European Credit Transfer System- de los cuales 30 son teóricos, 20 prácticos y 10 corresponden a la memoria fin de Máster.

Objetivos

- Formar a futuros profesores o maestros de lengua, literatura y cultura del mundo hispánico.
- Exponer a los alumnos a distintas metodologías y estrategias didácticas.
- Desarrollar un foro de discusión e intercambio de ideas que permita al alumnado considerar nuevas perspectivas en la enseñanza de la lengua, literatura y cultura del Mundo Hispánico.
- Obtener una perspectiva más global de la enseñanza a través de sus prácticas como auxiliares, preparando a los alumnos para enseñar en aulas multiculturales.
- Ofrecer una oportunidad a los participantes de considerar otras ideas y conceptos que les ayuden a reformular sus conocimientos y análisis de la enseñanza de la lengua, literatura y cultura del mundo hispánico.

Calendario académico (Curso 2010-2011)

- Solicitudes: finales de enero de 2010 hasta el 5 de marzo de 2010.
- Comunicación de alumnos admitidos: 9 de abril de 2010.
- Envío de documentación: 1 de junio de 2010.
- Llegada de los alumnos: 8 de septiembre de 2010 (a más tardar).
- Sesiones de orientación: 9-10 de septiembre de 2010.
- Comienzo de las clases: 13 de septiembre de 2010.
- Finalización del programa: 30 de junio de 2011.

Cursos

El programa académico consiste en 8 cursos orientados fundamentalmente a profundizar en el estudio de las humanidades, ofreciendo un importante componente pedagógico dirigido a preparar al alumno en el aprendizaje de los métodos y estrategias didácticas más avanzadas, así como a desarrollar materiales originales, prácticos y actuales. Este componente es de máxima importancia ya que permitirá a los futuros profesores disponer de las herramientas curriculares necesarias para actualizar el contenido de los cursos y programas ajustándolos a las necesidades cambiantes del contexto educativo.

Los cursos tienen un carácter interdisciplinario e intercultural, innovador, ya que pretenden establecer un diálogo histórico y literario entre las distintas culturas de habla hispana en ambos lados del océano. Están específicamente diseñados a explorar, de forma conjunta, los distintos momentos históricos, artísticos, literarios y culturales de España y América ofreciendo una innovadora e integradora perspectiva transatlántica.

Todos los cursos se imparten en español, lo que permitirá a los alumnos no sólo mejorar su nivel de competencia lingüística sino también una sensibilidad y comprensión cultural a través de la experiencia.

Los cursos se impartirán dos tardes por semana.

Listado de Cursos

- **La educación y la sociedad multicultural: aspectos políticos, económicos, culturales y religiosos (en español). (4 créditos)**

Se hará una reflexión sobre la relación entre los sistemas educativos y la sociedad multicultural. Se tratarán los cambios que se originan en los sistemas educativos debido a la política, la economía, la cultura y la religión en nuestras sociedades actuales.

- **Historia de la literatura española (en español). (4 créditos)**

El objetivo del curso es proporcionar un repaso intensivo de la literatura española desde las primeras manifestaciones literarias hasta nuestros días. Además de estudiar las obras más emblemáticas de la literatura peninsular –desde la edad media hasta la actualidad– dentro de su contexto artístico, social e histórico, se repasarán las características fundamentales de cada movimiento literario.

- **España contemporánea (en español). (4 créditos)**

El objetivo del curso es proporcionar un análisis a la España contemporánea. Se estudiarán los hechos históricos más importantes de los últimos años así como los efectos que éstos han tenido en la cultura, política y sociedad española.

- **España en imágenes: plasmación cinematográfica de la historia del S. XX español (en español). (4 créditos)**

Estudio del desarrollo histórico, político y social español a lo largo del siglo XX tal como se refleja en las producciones cinematográficas. La selección de los títulos cinematográficos responde a una doble intención: por una parte, la representatividad socio-histórica del momento determinado que refleja la película y, por otra, su importancia en la historia del cine español.

- **El español en América (en español). (4 créditos)**

Este curso pretende presentar los rasgos fundamentales del español utilizado en América, prestando especial atención a todos los niveles lingüísticos y analizándolo desde la perspectiva de la geolingüística y sociolingüística.

Un objetivo importante es presentar los principales recursos metodológicos y las fuentes más importantes para el conocimiento del español de América.

· **Didáctica del inglés y el español. Didáctica para *Heritage Learners* (en español). (4 créditos)**

Este curso le ofrece al alumno una introducción a las cuestiones sociolingüísticas y pedagógicas más importantes que rodean la enseñanza del español a hispanohablantes en los Estados Unidos.

También se verán las principales diferencias metodológicas que existen entre la enseñanza del español como lengua de herencia y la enseñanza de español e inglés como segundas lenguas.

· **Técnicas de escritura (en español). (4 créditos)**

El presente curso está diseñado para ayudar al estudiante a expresar, estructurar y desarrollar ideas de forma clara y coherente dentro de distintos géneros de escritura como un artículo de opinión, reflexiones, ensayos críticos, una reseña bibliográfica para terminar con un trabajo de investigación.

El estudiante podrá conocer las diferentes destrezas y habilidades que conlleva el aprendizaje y la adquisición de una lengua y su didáctica.

El curso tendrá un enfoque orientado a la acción: a elaborar propuestas para el aula, y el desarrollo de las destrezas y técnicas de escritura.

· **Historia del arte español (en español). (4 créditos)**

El objetivo principal del curso es introducir al estudiante en el arte español por medio del análisis de varias de sus obras artísticas, incluyendo la pintura, la escultura y la arquitectura tanto religiosa como civil y militar. El alumno aprenderá a apreciar las características de los distintos períodos y a situarlos en el contexto histórico, cultural y social al que corresponden.

· **Memoria de fin de Máster (en español). (10 créditos)**

Memoria final de investigación relativo a una de las áreas académicas del programa. En la memoria se plasmará la investigación de un tema determinado relacionado con el programa o se realizará un desarrollo curricular y didáctico en base a las prácticas en colegios. Para el desarrollo de la memoria se ofrecerán sesiones sobre metodología de la enseñanza aplicadas a la lengua, literatura y cultura en el mundo hispánico.

· **Prácticas (en inglés). (18 créditos)**

Prácticas como auxiliares de conversación en distintos colegios de la Comunidad de Madrid.

MASTER IN BILINGUAL AND MULTICULTURAL EDUCATION

The *Master in Bilingual and Multicultural Education* is directed to those students interested in bilingualism and multiculturalism, and to those who would like to teach in bilingual schools and in a multicultural environment.

This study program has been designed considering the professional development of students through an internship in schools of the Community of Madrid, as well as their academic and research development. The program is structured throughout an academic year from September to June. Students will take 8 different courses.

Participants will have an internship for 18 or 24* hours per week in schools of the Community of Madrid. The number of hours will be decided considering the needs of each school.

At the end of the program, students will write an MA thesis or will develop a course design for bilingual schools. This will be supervised by a professor of the MA program and will be evaluated by a committee of three experts in the subject.

- The Master in Bilingual and Multicultural Education is officially accredited by the Universidad de Alcalá, by the Estudios Propios Office.
- The Universidad de Alcalá is a public university recognized by the Spanish Ministry of Education. Under this program, students will get ECTS (European Credit Transfer System) credits.
- There will be orientation sessions for new participants before the beginning of the program.
- The internship will be supervised throughout the academic year by the Coordinator of the study program.
- Participants are considered students of the Universidad de Alcalá with the same privileges and rights, access to UAH facilities and services.

** With some exceptions, and according to the schools' needs, some interns may work 25 hours a week.*

Characteristics

The Master's program includes 60 credits ECTS (European Credit Transfer System). Of those, 30 are course credits, 20 internship credits, and 10 thesis or project credits.

Objectives

- Train future teachers in bilingual and multicultural education.
- Expose participants to different methodologies and didactic strategies.
- Develop a discussion forum where participants can exchange different ideas with the objective of considering new perspectives about multiculturalism and bilingualism.
- Obtain a broad perspective of teaching through their internship in schools. This will also provide them with working experience in a bilingual and multicultural environment.
- Offer participants the possibility of learning new concepts and strategies which will help them analyze and understand the characteristics and singularities of bilingual and multicultural teaching.

Academic Calendar (Course 2010-2011)

- Applications: End of January 2010- March 5th, 2010.
- Admitted students will be informed on: April 9th, 2010.
- Documents are due on: June 1st, 2010.
- Arrival of students: September 8th, 2010 (the latest).
- Orientation sessions: September 9th-10th, 2010.
- Classes start: September 13th, 2010.
- Classes finish: June 30th, 2011.

Courses

The MA in Bilingual and Multicultural Education includes 8 courses which will study, analyze, and provide the methods and didactic strategies necessary to train participants for their future professional development. Participants will also develop materials, teaching syllabus and will do practical activities in order to understand the changing needs of the globalized academic context of today.

Courses are interdisciplinary, intercultural and innovative. The program requires an active participation of students and allows them to develop different professional skills such as teamwork, planning, organizing, leading groups, researching, development of cultural awareness and differences, among others.

The MA in Bilingual and Multicultural Education is taught in English and Spanish. This setting will permit students improve their language skills in both languages and understand the uniqueness of bilingual and multicultural classrooms and settings.

Classes will take place two days per week.

Course Listing

- **Contemporary Spain (in English). 4 credits.**

The objective of the course is to study and analyze contemporary Spain, studying most important historical facts and events and their effect in the culture, political life, the society. The course will also consider the changes that have taken place due to the membership of Spain into the European Union. There will also be references to the Spanish and European education systems and how these have change in the last years.

- **Teaching Methodology (in English). 4 credits.**

This course will analyze all motivating aspects of students in the classroom, especially those processes and skills that teachers should use in order for students to acquire concepts and knowledge as well as a learning and participative attitude. Also, there will be an analysis of methods and processes in order to develop critical and enquiring students.

- **Spain in Images: Spain's 20th Century History through the Cinema (in English). 4 credits.**

Study of the historical, political, and social development of Spain throughout the 20th century as seen in different films. The selection of different films is based on the importance of these films due to their socio-historical content and their significant importance in Spain's film history.

- **Biliteracy and Curricular Design (in English). 4 credits.**

This course includes an analysis of biliteracy as well as its application to curriculum design in bilingual and multicultural schools.

- **Didáctica del inglés y español. Didáctica para *Heritage Learners*. Differences between Methodologies (in Spanish and English). 4 credits.**

Este curso le ofrece al alumno una introducción a las cuestiones sociolingüísticas y pedagógicas más importantes que rodean la enseñanza del español a hispanohablantes en los Estados Unidos.

También se verán las principales diferencias metodológicas que existen entre la enseñanza del español como lengua de herencia y la enseñanza de español e inglés como segundas lenguas.

This course will center in the pedagogical development of teaching in English as well as Spanish. Students will be exposed to the specific training of teachers as well as curricular strategies and the development of new class materials and activities.

This class will be taught in English and Spanish.

· **Multicultural Education and Society: Political, Economic, Cultural and Religious Aspects. (in English). 4 créditos**

In this course the relationship between educational systems and multicultural societies will be analyzed. The changes that occur in educational systems due to politics, economy, culture and religion in present-day societies will be discussed as well.

· **El español en América (en español). 4 créditos.**

Este curso pretende presentar los rasgos fundamentales del español utilizado en América, prestando especial atención a todos los niveles lingüísticos y analizándolo desde la perspectiva de la geolingüística y sociolingüística. Un objetivo importante es presentar los principales recursos metodológicos y las fuentes más importantes para el conocimiento del español de América.

· **Técnicas de escritura (en español). 4 créditos.**

El presente curso está diseñado para ayudar al estudiante a expresar, estructurar y desarrollar ideas de forma clara y coherente dentro de distintos géneros de escritura como un artículo de opinión, reflexiones, ensayos críticos, una reseña bibliográfica para terminar con un trabajo de investigación.

El estudiante podrá conocer las diferentes destrezas y habilidades que conlleva el aprendizaje y la adquisición de una lengua y su didáctica.

El curso tendrá un enfoque orientado a la acción: a elaborar propuestas para el aula, y el desarrollo de las destrezas y técnicas de escritura.

· **MA Thesis (in English). 10 credits.**

Research thesis related to a bilingual and multicultural subject or development of a course design for bilingual schools. The MA thesis will be directed by a master's tutor and evaluated by a committee of three professors. Some sessions will be offered related to teaching methodology.

· **Internship (in English). 18 credits.**

Internship in schools of the Community of Madrid.

GENERAL INFORMATION (FOR BOTH MASTER'S PROGRAM)

SCHOLARSHIP

Instituto Franklin provides American students with the opportunity of studying a Master's program from the UAH under a scholarship scheme sponsored by Instituto Franklin and by schools of the Community of Madrid. This scholarship includes tuition, a monetary compensation for the hours worked in schools and medical insurance.

INTERNSHIP IN SCHOOLS OF THE COMMUNITY OF MADRID

Students accepted to the *Máster en Enseñanza de la Lengua, Literatura y Cultura en el Mundo Hispánico* and *Master in Bilingual and Multicultural Education* must also fulfill the internship program in schools of the Community de Madrid.

The aim of the program is to offer students the possibility of studying the Master's Program while doing an internship in the Community de Madrid. Students participating will be teaching in schools ranging from Primary to High School.*

Interns will assist teachers in the classroom. Schools will inform Instituto Franklin about the number of interns and hours per week needed for each of the schools (18 or 24 hours**). Interns will have no labor relation with the schools. The commitment will be for the academic year September to June.

Interns will receive monetary compensation from Instituto Franklin which will vary depending on the number of worked hours per week. If possible, schools will provide free lunch or at a lower price to interns, although the Instituto Franklin does not guarantee this service.

** With some exceptions, and according to the schools' needs, some interns may work in nursery levels.*

*** With some exceptions, and according to the schools' needs, some interns may work 25 hours per week.*

18 hours (per week). Instituto Franklin and schools will pay for the following expenses:

Living expenses ...5.800€/divided in 10 months

Participants will have to choose one of the following study programs:

A) MA in Enseñanza de la Lengua, Literatura y Cultura en el Mundo

Hispánico ...10.000€

B) MA in Bilingual and Multicultural Education ...10.000€

Approximate Insurance cost ...450€

24 hours (per week). Instituto Franklin and schools will pay for the following expenses:

Living expenses ...7.500€/divided in 10 months

Participants will have to choose one of the following study programs:

A) MA Lengua, Literatura y Cultura en el Mundo

Hispánico ...10.000€

B) MA in Bilingual and Multicultural Education ...10.000€

Approximate Insurance cost ...450€

Important notice:

Instituto Franklin cannot guarantee the student the choice of 18 or 24 internship hours. These hours shall be set by the schools and their needs.

Most likely these are considered working hours in class. Weekly meetings with teachers (to plan lessons, etc.) may not be included in these hours.

Please advise Instituto Franklin if you do not agree with said notice prior to your arrival.

The Program does not include:

- Books, readings or photocopies needed for each course. If requested, the Program Coordinator can provide the photocopies for the students in order for them to have them at the beginning of each course. These photocopies will be paid to the Program Coordinator in cash or deducted from the next stipend.
- Diploma and official transcripts.

Intern responsibilities

- Interns will develop teaching lessons and activities, according to the school's bilingual program.
- Interns will facilitate the oral practice of students and will offer guidance for pronunciation and grammatical correction.
- Interns will collaborate with teachers developing didactic materials and will help develop new ideas and activities.
- Interns will help students and teachers understand their culture and customs.
- Interns will be required to teach classes to students under the supervision of school teachers.

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- Inform the school coordinator of any problems or incidents which may arise during the program.
 - If the school requires it, during his/her school schedule the intern must dedicate some time to have conversations in English with the rest of the teachers. Except for these hours, the rest of the hours must be dedicated solely to students.
 - Failure to fulfill these responsibilities could result in the expelling of the program.

Other Information

- Participants who wish to leave the program before it ends should inform in writing to the school and Instituto Franklin one month before the date they wish to terminate it.
- Participants will have a probation period of 15 days. If a school decides to terminate the internship with a participant due to reasonable causes, Instituto Franklin will try to get another school for the participant, although this cannot be guaranteed.
- If in the second destination the participant's internship is terminated again due to reasonable causes, the participant will be responsible for all costs derived from this decision and his/her trip back to the US. In this case the reimbursement of the 500€ will not be applied.
- Interns will get paid only for the days they work, except for those absences justified with a medical note or by the school.
- Interns are aware that they are under a scholarship scheme and therefore have no labor relation whatsoever with the schools. This will be recorded and signed in a proper document.
- Interns need a Student Visa to stay in Spain under this scholarship program, Instituto Franklin will assist with their legal status.
- The intern can only collaborate with the school while studying the Master's Program with the Instituto Franklin. Once the Master's finishes the intern will also conclude the internship at the school. (Academic calendar from September to June).
- Please keep in mind that intern's conditions, schedules, obligations and rights are not the same as that of the school's *teachers*.

Schedules in schools are not a responsibility of Instituto Franklin and this information will be given to each intern directly by the school DURING THE FIRST WEEKS OF THE INTERNSHIP.

DEGREE AND DIPLOMA

A Master's Program in Spain can be either recognized by the Ministry of Education (Máster Oficial), or by the Universities (Máster Propio).

Our Teach & Learn Master's Degrees are accredited by the Estudios Propios Office of the Universidad de Alcalá.

Students interested in obtaining a PhD should consider that they need to study a Máster Oficial in order to pursue it.

Instituto Franklin will provide a certificate of completion with grades at the end of the program. The Scholarship does not include official transcripts nor the official Diploma issued by the Estudios Propios Office.

In order to obtain the official documents the student must contact the Estudios Propios Office directly and request them once they have successfully completed all the courses. Prices can be found on the UAH webpage.

http://www.uah.es/postgrado/SECRETARIA/EstudiosPropios/precios_publicos

PRACTICAL INFORMATION

1. Passport & Visa requirements

All students participating in the “Teach & Learn” Study Program in Spain must obtain a passport.

Once you have your passport issued, you can process your FULL TIME STUDENT VISA FOR PROGRAMS OVER 90 or 180 days (6 months). This visa will be renewed once in Spain and it will be validated for the total duration of the program.

The Spanish Consulate requires a letter of admission, scholarship and internship certification stating stipend and an insurance certificate. The Instituto Franklin will provide these three documents.

Please be aware that visas may take 8 weeks to be issued so please make appointments ahead of time.

Student visas have a cost.

Once in Spain, within the first months upon arrival of students, Instituto Franklin, will make an appointment to take visa applications to the Extranjería Office (Immigration Department) in order for them to provide a NIE (Número de Identificación de Extranjería), which is an authorized Spanish ID card with a duration of one year (as from the day of entrance into Spain).

In order to be given this NIE you need to take to the appointment the following documents when requested: (One copy of all the documents):

- Copy of the Passport (ID information).
- Copy of Student Visa.
- NIE Application form- EX15. (Will be provided by Instituto Franklin).
- Letter from the Instituto Franklin certifying the enrollment and duration of the Master’s Program (Will be provided by Instituto Franklin).
- Appointment letter (provided by Instituto Franklin).
- Payment receipt for NIE application (provided by Instituto Franklin).
- 2 color pictures with a white background, Spanish ID size (US size is not valid).

2. Housing

Participating students will be responsible for their own housing. Instituto Franklin can help students get housing in Alcalá de Henares for the first 7 days of their stay in Spain while settling and finding a house in Madrid or nearby areas. Instituto Franklin can assist students find housing in Madrid but will not be responsible for this service.

Housing provided with Spanish families in Alcalá at a cost.

Those students interested in making housing reservations for the first 7 days in Alcalá should contact the Housing Coordinator, Ana Rodríguez at ana.rodriguez@institutofrankin.net

Before making any rent or deposit payments, we recommend to visit the area, building and apartment that you want to rent, since we strongly recommend to live nearby the schools where internships will take place.

Please have in mind that rent deposits in Spain are common when signing a rent contract. Normally, an amount equivalent to one month of rent will be requested.

Some webpages where you can find information about housing are:

www.idealista.com
www.fotocasa.es
www.spainhouses.net

Master's classes will take place in Madrid 2 evenings per week. Further on we will inform on the place where they are taking place.

3. Insurance

Instituto Franklin will provide a medical insurance to participating students during the academic year. For specific conditions and what it covers please contact Ana Rodríguez at ana.rodriguez@institutofrankin.net

4. Meals

Participating students are responsible for their meals although most schools will provide free lunch for interns when possible. Instituto Franklin is not responsible for this service. Those schools which do not provide free lunch will set a special price for participants.

5. Orientation

Instituto Franklin will organize an orientation for interns where they will be given information about the details of the program, their responsibilities, obligations and commitment as well as their rights and any other aspect of interest of the program.

If possible, during orientation interns will meet their coordinators at the schools and other school personnel.

Orientation will take place at the Instituto Franklin. Edificio Trinitarios, Trinidad 1. 28801 Alcalá de Henares, Madrid. Tel. 91- 885 5252.

Date and schedule to be confirmed

6. Estimated expenses

Participants of the program should consider that monetary compensation for the internship in schools of the Community of Madrid might not cover all expenses while in Spain. When planning your stay in Madrid you should consider some expenses such as rent deposit for the apartment, travelling in Spain (week-ends) or Europe (Christmas, Easter), cell phone, public transportation passes, personal expenses, etc.

The Program does not include:

- Books, readings or photocopies needed for each course
- Diploma and official transcripts.

DEADLINES

1. March 5th 2010:

- Master and Internship Application form
- Description of experience working with young children (written in Spanish for the Máster en Enseñanza de la Lengua, Literatura y Cultura en el Mundo Hispánico and in English for the Master in Bilingual and Multicultural Education).
- Statement of purpose (written in Spanish for the Master en Enseñanza de la Lengua, Literatura y Cultura en el Mundo Hispánico and in English for the Master in Bilingual and Multicultural Education).
- Two letters of recommendation which include recommendation forms
- Copy of complete academic transcripts
- Curriculum Vitae with picture (in English) including teaching experience or experience working with children (although not professional).

Applications will be evaluated on the basis of the student's academic transcripts, recommendation letters, statement of purpose, education/experience essay about working with children, level of Spanish, and CV.

2. April 9th, 2010:

Applicants will be notified of acceptance into the program.

IMPORTANT: PROGRAM DEPOSIT

One week after the participant notifies acceptance into the program, he/she must transfer 600€* for program deposit and administration fee. 500€ of the deposit will be reimbursed in May 2011. NO REIMBURSEMENTS WILL BE GIVEN TO THOSE STUDENTS WHO DROP OUT OF THE PROGRAM BEFORE JUNE 2011.

After this week, if the accepted student does not send the deposit transfer his/ her vacancy will be given to another student.

*Includes a non-refundable administration fee of 100€.

Send wire transfer to:

INSTITUTO FRANKLIN-Universidad de Alcalá

Banco de Santander 0049

Sucursal (Office) 6692

Bank account number 89 – 2516303531

Address: Libreros 19, 28801 Alcalá de Henares

SWIFT CODE: BSCHESMM IBAN: ES32 0049 6692 8925 1630 3531

Please send copy of wire transfer via fax or e-mail to:

Josefina Rueda (josefina.rueda@uah.es).

Colegio Trinitarios, C/ Trinidad 1, 28801 Alcalá de Henares. Madrid (Spain).

Fax +34 (91) 885 2577.

Please make sure that the transfer from the United States is made in EUROS, NOT USD, and that the total amount transferred includes any commissions to be paid so that we receive the total invoiced.

3. June 1st, 2010:

Accepted students will submit the following documents by June 1st, 2010:

1. Original official transcripts* (without apostille)
2. Two passport photographs (1.57 x 1.18 inches approx.) The face cannot be any longer than 0.98 inches
3. A copy of your passport.
4. Original academic transcripts with the Apostille from the Hague Convention.**
5. Copy of diploma with the Apostille from the Hague Convention.**
6. Current Criminal History Record issued by the Police Department stating no arrest background in your state and/or country.

*Transcripts may be obtained at the Records and Registration Office of your University.

**For your information, the Apostille seal of the Hague Convention is an official seal that validates the legitimacy of foreign documents between countries. For more information on what it is, please visit <http://www.hcch.net> and go to Specialized sections/ Apostille section.

Previous notarization is required to have apostille seals stamped.

We recommend that each document goes with its independent Apostille stamp.

Send all documents by post mail to:

Olga Villegas Samudio:
olga.villegas@institutofranklin.net
InstitutoFranklin- UAH
Colegio de Trinitarios
C/ Trinidad 1
28801 Alcalá de Henares, Madrid, SPAIN

4. September 8th 2010 - June 30th 2011:

- Arrival of students: September 8th, 2010 (the latest).
- Orientation sessions: September 9th-10th, 2010.
- Classes start: September 13th, 2010.
- Program ends: June 30th, 2011.

Participants will be informed during the orientation sessions of the dates when the internship in schools of the Community of Madrid start.

Schedules in schools are not a responsibility of Instituto Franklin and this information will be given to each intern directly by the school DURING THE FIRST WEEKS OF THE INTERNSHIP.

DOCUMENTS REQUIRED FOR REGISTRATION

Once accepted into the Program in order to register, students need to turn in the following documents: (Documents are sent by post mail by June 1st, 2010)

1. Original official transcripts (without apostille)
2. Two passport photographs (1.57 x 1.18 inches approx.) The face cannot be any longer than 0.98 inches
3. A copy of your passport.
4. Original academic transcripts with the Apostille from the Hague Convention.*
5. Copy of diploma with the Apostille from the Hague Convention.*
6. Current Criminal History Record issued by the Police Department stating no arrest background in your state and/or country.

*For your information, the Apostille seal of the Hague Convention is an official seal that validates the legitimacy of foreign documents between countries. For more information on what it is, please visit <http://www.hcch.net> and go to Specialized sections/ Apostille section.

Previous notarization is required to have apostille seals stamped.

We recommend that each document goes with its independent Apostille stamp.

REQUIREMENTS

Main requirements:

- Graduate students (those who have completed a Bachelor's Degree).
- Advanced level of Spanish.
- GPA of 3.0 (undergraduate).
- Be a native English speaker.
- Experience teaching and/or working with children.
- Maturity, independence, flexibility and patience.
- Open to have an international & intercultural experience.
- Ready to face the challenges of living, studying & working abroad.

Recommended:

- It is recommended that participants be over 20 years old.
- Study abroad experience in Spain.

FACULTY

Our faculty is one of the most important aspects of the Teach & Learn in Spain Study Program. They are specialists in their teaching areas and their research and professional experience provides an essential added value to the program. *

José Antonio Gurpegui Palacios (PhD)

Director of the Instituto Franklin at the Universidad de Alcalá and Professor. Faculty member of the Modern Languages Department at the Universidad de Alcalá.

He has published more than 20 books and has been a “visiting scholar” at Harvard University. He writes for “El Cultural” Magazine from “El Mundo” newspaper.

Main research area: Chicano literature and American Literature.

Julio Cañero Serrano (PhD)

Currently working at the Instituto Franklin as Deputy Director.

Associate Professor at the Modern Languages Department of the Universidad de Alcalá, lecturing "History and Culture of the English-speaking countries."

Main research area: American culture and foreign relations.

Marta Walliser Martín (PhD)

MA in Education Management

MA in Hispanic Language and Literature

BA in English Philology

BA in Spanish Philology

Professor of History of Spanish Literature at the Instituto Franklin.

Director of the International Division of the EOI (Escuela de Organización Industrial).

Worked as General Coordinator and Director of Hispanic Studies at the Instituto Franklin.

Main research area: Spanish literature, feminine literature.

Antonio Fernández Martín (PhD Candidate)

MA in Teaching Spanish as a Second Language

Currently working as Hispanic Studies Coordinator at the Instituto Franklin and as Spanish and History of Art instructor.

Previously worked at Bowling Green State University as instructor of Spanish as a second language.

Main research area: Applied linguistics.

María del Mar Martín de Nicolás Moreno (PhD)

MA in Teaching Spanish as a Foreign Language

Currently working at the Instituto Franklin as instructor of Spanish for Heritage Learners.

Previously worked in Chicago at the University of Illinois, Columbia College and Cervantes Institute.

Main research area: Teaching Spanish for heritage learners.

Manuel Ramón Albalate (PhD Candidate)

Currently working on dissertation in foreign language pedagogy.

MA in Teaching English as a Foreign Language

MA in Spanish

BA in English

Taught English and Spanish language courses at Bowling Green State University and Instituto Universitario de Investigación en Estudios Norteamericanos.

Currently working as High School teacher, tutor and instructor of Spanish Language courses.

Research interest: text linguistics, speech analysis, sociolinguistics, foreign language acquisition and foreign language pedagogy.

María Angélica Giordano Paredes (PhD Candidate)

BA in Spanish Philology, with a specialization in Latin American literature

BA in Modern Languages and Instructor of Spanish

Currently works at the Instituto Franklin and Alcalíngua as instructor of Spanish and is

Coordinator of the Spanish virtual classroom (joint project with the Cervantes Institute).

Worked at the Social Studies University “Guido Carli” in Rome and in High School as instructor of Spanish.

Begoña Sanz Sánchez (PhD Candidate)

MA in Spanish as a Foreign Language

BA in Spanish Philology with a certificate in English Philology

Currently working as Professor of Writing Techniques at the Instituto Franklin and also at Alcalíngua, both in the Universidad de Alcalá. She is also instructor of courses organized by the Community of Madrid and the Chamber of Commerce, as well as designer of on-line materials.

Main research areas: Commercial and Business Spanish and Linguistics.

Marta M Nadales Ruiz (PhD)

MA in English Studies

Associate Professor at Universidad Complutense teaching English Language and Linguistics, English-Spanish Contrastive Syntax and English for Library and Information Science (LIS).

Currently working on the European Research Project EDICC: European Diploma on Intercultural Competence.

Previously worked in the UK teaching Spanish as a Foreign Language.

Main research areas: Cultural Studies, Sociolinguistics, Critical Discourse Analysis, Intercultural Competence, Contrastive Linguistics.

Amparo Abengózar Rodríguez

Degree in English Teaching, Degree in Spanish Literature and Language and Degree in English Literature and Language.

Working as Coordinator of the Bilingual Program for state schools in the Community of Madrid Bilingual Project and as an English Teacher in the Bilingual Project.

English Language assistant trainer for the Bilingual Project in the Community of Madrid state schools and for the BEDA program (Bilingual English Development & Assessment).

Evaluator of European Projects (Comenius, Grundtvig).

Main Research Area: Bilingual programs

Jennifer Schmidt

MA TESOL /Linguistics and New York State Permanent Teacher Certification TESOL K-12.

Currently working at the Instituto Franklin as instructor of Methodology and at ESIC Business and Marketing School as an English Professor.

Previously worked at Suffolk Community College, Nassau Community College, Dowling College, and Long Island University in New York and at The Center of Applied Linguistic in Washington D.C.

Main Research Area: Language Acquisition

**Faculty subject to changes*



APPLICATION FORM

Student information

Last Name: _____

First Name: _____

University where Bachelor Degree was/ is being awarded): _____

Passport number: _____

Date issued: _____ Expiration date: _____

Current address: _____

City: _____

State: _____

Phone number: _____

Email address (preferably hotmail/ gmail/ yahoo): _____

Country of citizenship: _____

Date of birth (**Day**/Month/Year) _____ Gender: Male Female

Please check the Master's Program of your preference:

_____ Máster en Enseñanza de la Lengua, Literatura y Cultura en el Mundo Hispánico

_____ Master in Bilingual and Multicultural Education

Students are responsible of informing Instituto Franklin of any change in the information provided.

Instituto Franklin- UAH

Colegio de Trinitarios, C/ Trinidad, 1 28801 Alcalá de Henares, Madrid, España

Tel.: +34 91 885 5252; Fax: +34 91 885 524 <http://www.institutofranklin.net>



Academic information (begin with most recent attended)

1. College/University: _____

Program/Degree: _____

Years attended: _____

GPA: _____

2. College/University: _____

Program/Degree: _____

Years attended: _____

GPA: _____

Study Abroad Experience:

Country: _____

College/ University: _____

Duration: _____

Year: _____

Applicant's signature: _____ Date: _____



Education/Experience working with young children.

Please describe in detail your academic and practical experiences working with young children. Describe your responsibilities (public & private school classrooms, tutoring, after school programs, sports coaching, summer camps, community programs or any other relevant experience). Please attach additional pages if needed.

Please write in Spanish if you apply to the “Máster en Enseñanza de la Lengua, Literatura y Cultura en el Mundo Hispánico”.

Write in English if you apply to the “Master in Bilingual and Multicultural Education”.



Statement of purpose.

Please state why you would like to participate in one of the MA programs. Include any experiences and personality traits that would make you a successful candidate. In addition, highlight any international and intercultural experiences you have had and how they would aid in your participation in this program. Please attach additional pages if needed.

Please write in Spanish if you apply to the “Máster en Enseñanza de la Lengua, Literatura y Cultura en el Mundo Hispánico”.

Write in English if you apply to the “Master in Bilingual and Multicultural Education”.



INTERNSHIP APPLICATION FORM

Intern information

Last Name: _____

First Name: _____

University where Bachelor Degree was/ is being awarded): _____

Passport number: _____

Date issued: _____ Expiration date: _____

Current address: _____

City: _____ State: _____

Phone number: _____

Email address (preferably hotmail/ gmail/ yahoo): _____

Country of citizenship: _____

Date of birth (**Day**/Month/Year): _____ Gender: Male Female

Are you a native English speaker? _____ Yes _____ No

Check your selection: Internship for

____ 18 hours per week*

____ 24 hours per week*

Important notice:

**Instituto Franklin cannot guarantee the student the choice of 18 or 24 internship hours. These hours shall be set by the schools and their needs.*

*Most likely these are considered working hours in class. Weekly meetings with teachers (to plan lessons, etc.) may **not be included** in these hours.*

Some students might be required to work 25 hours per week, based on some schools' needs.

Please advise Instituto Franklin if you do not agree with said notice prior to your arrival.

Interns are responsible of informing Instituto Franklin of any change in the information provided.

Instituto Franklin- UAH

Colegio de Trinitarios, C/ Trinidad, 1 28801 Alcalá de Henares, Madrid, España

Tel.: +34 91 885 5252; Fax: +34 91 885 524 <http://www.institutofranklin.net>



Letter of Recommendation

Please return the recommendation letter in a sealed envelope.

Name of the Student:
Institution in the US:
Mailing Address:
Degree Program:

Recommender
Name:
Title:
Institution:
Prof. Address:
Telephone:
E-mail address:

Please rank the student (1= poor; 2= below average; 3= good; 4= above average; 5= excellent).

Ability to get along with others	1	2	3	4	5
Adaptability	1	2	3	4	5
Foreign language ability	1	2	3	4	5
Integrity	1	2	3	4	5
Maturity	1	2	3	4	5
Motivation	1	2	3	4	5



Letter of Recommendation (continued).

Dear Recommender:

The University is interested in a letter which refers to the applicant's potential and his/her academic and professional achievements. Detailed descriptions of academic strengths and weaknesses are more helpful to the candidate than routine praise. Describe how long you have known the applicant and comment about his/her character, maturity, integrity, motivation as well as their adaptability of living and working in an international context. The experience upon which the opinion of the writer is based should be described. Please attach your letter of recommendation, preferably printed on your institutional letterhead, to this document.

Signature _____ Date _____