
Application Packet For
**Modern Language
Conversation Partner**

University of Nebraska at Kearney
UNK Learning Commons
Calvin T. Ryan Library #223
(308) 865-8728

UNK Learning Commons

Conversation Partners

Position Description

Job Description: Modern Language Conversation Partners meet students by appointment individually or in small groups to practice speaking a language in an immersive environment. Conversation topics may be chosen/directed by faculty members teaching a class or can be open-ended. Conversation partners are responsible for attending their appointments consistently and punctually, recording appointments when requested by students, communicating effectively in the target language during each appointment at a level the student can understand, communicating with faculty about the appointment if needed or required, and reporting to Learning Commons staff regarding logistical employment procedures.

Qualifications: In order to qualify for the Conversation Partner position, applicants must:

possess the following work habits and interpersonal skills:

- Sincere desire to serve the campus community
- Independently dependable and responsible
- Inviting and engaging with new people

meet the following academic/language standards:

- Be a UNK student (Undergraduate and Graduate students encouraged to apply)
- Be a native speaker of the target language or a highly proficient heritage or acquired-language speaker who has traveled abroad to a country which speaks the target language
- Have and maintain a minimum cumulative GPA of 3.0.
- Communicate proficiently both in English and in the target language

Application: Completed applications will include the following two (2) items:

- 1) Completed application form including:
 - One UNK faculty recommendation addressing competence in the target language (forms included in this packet)
 - One personal reference recommendation from a UNK staff or faculty member addressing work habits and interpersonal skills (form included in this packet)
- 2) Current unofficial transcript (this can be printed from myBlue)

Provisions: Contract renewable on a semester basis provided:

- a. The employee achieves acceptable academic progress
- b. The employee satisfactorily fulfills responsibilities outlined in their contract
- c. A need for the employee still exists

Hours/Salary: Modern Language Conversation Partners work a varied number of hours per week, depending on appointments, and are paid hourly for their work through the LC.

Application Deadline: Prior to August (for Fall semester) or January (for Spring semester)

Contact Information: Keri Pearson (pearsonka@unk.edu) or Dr. Ronald Wirtz (wirtzrl@unk.edu)

Conversation Partners

Application

Date Received _____ (office use only)

Full Name: _____ Student ID# _____
Last First M.I.

Local Address: _____ Phone: (____) _____
City State Zip Class Standing: FR SO JR SR GR

| |
|---|
| College(s) attended: _____ |
| Major: _____ Minor: _____ |
| Cum. GPA: _____ Semester Hours Earned: _____ |
| How many semesters will you be available to work? _____ |
| Hours per week you can work? _____ <i>Min Max</i> |

Do you have another on-campus job at UNK? Yes Department: _____ Hrs/Wk _____
No

➤ Please circle the Modern Language for which you want to become a Conversation Partner:

French German Spanish Other

➤ How did you learn the language you want to help with?

- ☐ Native speaker (I grew up speaking the language in my home and my country.)
- ☐ Heritage speaker (I learned to speak the language in my home, but the dominant language of the country I grew up in was different from my home language.)
- ☐ Acquired language (I learned the language through classes, travel, and/or other deliberate means.)
- ☐ Other (please specify): _____

➤ Please provide the names of your references (forms included in application)

| <u>Name</u> | <u>Campus Address</u> | <u>Campus Phone</u> | <u>Subject</u> |
|-------------|-----------------------|---------------------|----------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Office Use Only

Application materials received: Application Transcript Faculty Ref Personal Ref
Interview: Initial Email Interview Date/Time _____ Completed
Hiring outcome: Hired Not hired On file

Please answer the following questions:

- Why are you interested in becoming a Conversation Partner at UNK?

- Describe your relationship with the faculty members teaching that language.

- What ideas do you have to encourage students to come back again after meeting with you a first time?

- What experience or previous jobs do you have that would help you be an effective Conversation Partner?

- **If you are a heritage or acquired language speaker**, have you traveled abroad to a country in which the target language is spoken?

I have provided the information requested in this application in truth to the best of my ability.

Signature

Date

Please return this application and an unofficial copy of your UNK transcript to:

UNK Learning Commons

Application Collection
Calvin T. Ryan Library #223
Phone: (308) 865-8728

It is the policy of the University of Nebraska at Kearney not to discriminate based upon age, race, ethnicity, color, national origin, pregnancy, disability, sex, sexual orientation, gender identity, genetic information, veteran's status, marital status, religion or political affiliation.

Faculty Recommendation for Conversation Partner

Applicant's NUID#: _____ Applicant's Name: _____

Instructor's Name: _____ Language: _____

How do you know the applicant?

Describe how this applicant typically interacts with **new people**.

Is the applicant able to **communicate** clearly in English **and** in the language listed above?

Based on the applicant's proficiency in the target language, what **level of students** (100, 200, 300, etc) would benefit from a foreign language conversation with this applicant?

Is the applicant **dependable** and **responsible**?

Do you recommend the above student as a Conversation Partner?

- _____ Highly and without reservation
- _____ Recommend
- _____ I do not feel comfortable recommending this student.
- _____ I am not familiar with the qualifications of this student.

On the back of this form, please write any further information which would help us determine the applicant's suitability for this position.

Signature

Date

Title

Department

Please return to:

UNK Learning Commons

Application Collection

Calvin T. Ryan Library #223

Phone: (308) 865-8728

Personal Recommendation for Conversation Partner

Applicant's NUID#: _____ Applicant's Name: _____

Name of person providing reference: _____

How do you know the applicant?

Describe how this applicant typically interacts with **new people**.

Is the applicant independently **dependable** and **responsible**?

Please describe any other qualities that make this applicant a good candidate for this position:

Do you recommend the above student as a Conversation Partner?

_____ Highly and without reservation

_____ Recommend

_____ I do not feel comfortable recommending this student.

_____ I am not familiar with the qualifications of this student.

Signature

Date

Title

Department

Please return to:

UNK Learning Commons

Application Collection

Calvin T. Ryan Library #223

Phone: (308) 865-8728