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ANTIGUA, GUATEMALA



Acknowledgement

I wish to thank the Chair of the Department of English and Modern Languages, Dr. Virginia Brackett, for allowing the Modern Language program to use the English Advising Handbook as a model, and for her support of the study of Modern Languages. Judith Richards, Ph.D. July 9, 2010.



LA PLAZA DE ESPAÑA, SEVILLA

Welcome to the Modern Language program within the Department of English and Modern Languages at Park University <http://www.park.edu/ml/> .

With this handbook we invite you to learn about Park's Modern Language programs and study abroad opportunities. We offer the Spanish Major, French and Spanish Minors, and courses in Chinese, German, Greek and Italian. In order to enroll you in the correct level of language studies, the Department uses an online placement test to assist advisors in assigning your courses.

All of the Modern Language courses at Park University incorporate the five skills promoted by the **American Council on the Teaching of Foreign Language (ACTFL)**:

- conversation skills in all courses
- knowledge of cultures where the target language is spoken
- interaction between language learning and other disciplines, including opportunities such as double majors or a modern language minor
- comprehensive study of the inseparable connections between language and culture
- participation in a variety of opportunities in multilingual communities and settings, on campus, in local communities and abroad

In addition, the multiple dimensions of Park University's Modern Language Program reinforce general academic skills across the curriculum. These include:

- critical thinking
- analytical and creative writing
- knowledge and appreciation of literature
- understanding of international topics and other proficiencies applicable to a spectrum of student interests

A cornerstone of language learning at Park is the University's contingent of international students, who represent over 100 countries. The opportunity to interact with and learn from these students, and to practice with native speakers in the language you are studying, is unique in "small" university settings. Many of these students are looking for English speakers to practice with, which means we can help each other while learning about people and cultures that we might not meet in another setting.



Buenos Aires, Argentina

Statement of Philosophy

The Modern Language faculty at Park University believes that speaking, reading, listening and writing in a second language involve:

- complex linguistic skills and knowledge
- understanding of social and collaborative acts
- development of tools for thinking and discovery
- enhancement of skills pertinent to other academic disciplines
- life-long learning endeavors

Speaking and writing instruction should include:

- One-to-one consultation and conversation
- Peer response
- Interaction with native speakers
- Feedback and commentary as skills develop
- Attention to purpose and audience
- Opportunity for student reflection

Students learning a second language need:

- Time and opportunity to practice skills
- Positive encouragement
- Self-assessment
- Freedom to make mistakes
- Patience
- Positive attitude
- Understanding that communication does not require perfect speech

Modern Language faculty must:

- Be models rather than critics
- Indicate progress
- Commend students' efforts
- Coach and mentor student writers with respect and humor
- Acknowledge that all language learning is a life-long activity

PABLO NERUDA



Park University Vision Statement

Park University will be a renowned international leader in providing innovative educational opportunities for learners within the global society.

Park University Mission Statement

The mission of Park University, an entrepreneurial institution of learning, is to provide access to academic excellence which will prepare learners to think critically, communicate effectively, and engage in lifelong learning while serving a global community.



Part 1: Academics

Prior Assessment for Correct Placement in Modern Language Courses

Many students come to Park University having already taken language courses in high school, in junior college, or at another university. Convenient online placement testing is our advising tool for locating students in the correct level of study. Placement testing does not depend upon how many years ago you studied a language, or the grades you received in earlier courses. It simply indicates the speaking level at which you are currently adept and reading and writing skills in the language you choose to study.

The Park University Catalog outlines Modern Language Placement Testing. Based on placement test results, students will be assigned to one of three courses: FR 103, 104 or 201 or higher, or SP 103, 104 or 201 or higher. Questions about placement in other modern languages offered at Park University should be directed to the Department of English and Modern Languages.*

*The Modern Language requirement pertains to BA degrees only. However, students seeking BS degrees can transfer Modern Language courses as elective credit.



Matador

Freshman Year – Sample Schedule for Beginning Language Students
Academic Program Guide
Spanish Major / Spanish Minor

NOTE:

- 1) Three courses in the Spanish Major are taught in combination Spanish/English and can be taken at any time. These are: ML315 U.S. Latino Literatures (3.0), SP312 Spanish American History and Culture (3.0), and SP322 Cervantes's Quixote in translation.
- 2) For the Spanish Minor ML315 U.S. Latino Literatures (3.0) is required and can be taken at any time.
- 3) **IMPORTANT:** Students who start the Spanish Major on the elementary level will need to attend a summer or semester study abroad program **no later than the sophomore year** to acquire additional courses. Students who cannot fit study abroad into their plans will require more than 4 years to complete the Spanish Major.

Fall

SP 103 Elementary Spanish I (4.0)

Spring

SP104 Elementary Spanish II (4.0)

Required courses to be aware of when creating your academic schedule:

- 1) **EN105 First Year Writing Seminar I:** Critical Reading, Writing and Thinking across Contexts. Students will engage in various personal and academic genres, with attention to analyzing the audience and purpose for different writing situations.

Course readings expose students to a variety of genres and topics from a range of cultural contexts to promote critical thinking and dialogue. Peer response, reflection, and revision are emphasized through a summative course portfolio.

2) EN106 First Year Writing Seminar II: Academic Research and Writing. The prerequisite is EN105. The course provides sustained experience with the research and writing tasks common in the academy. Students will explore various academic genres, with particular focus on learning to undertake academic inquiry; engage in close reading; incorporate research into their writing; and document sources. Peer response, reflection, and revision are emphasized through a summative course portfolio.



Matadora

3) LE Science with Lab: Students are required to take a science class that is accompanied by a one hour per week lab. When you enroll in a science class, don't forget to enroll in a laboratory section as well. Typically, your lab will meet on a different day or time than the lab class itself. When possible, choose a lab course taught by the same professor as the one teaching the lecture course.

4) LE100 is a required class for all first-time freshmen, and is highly recommended for transfer students. This class is similar to a student orientation and teaches students the basics of what is expected at Park University in the way of critical reading and writing. This course is also a great way for you to get to know your fellow classmates as you begin your academic journey!

5) Writing Competency Test: At the conclusion of EN105 and 106, students should complete the University's required Writing Competence Test (WCT). The WCT reflects the value the University places on effective writing; in fact, passing the WCT is required to gain entrance into upper-division courses and to graduate from Park University.

The 2 1/2-hour WCT exam asks students to compose a thesis-driven essay based on a packet of readings provided. The writing and thinking skills emphasized in 105 and 106 prepare students for the exam; additionally, free preparation workshops are available through the Academic Support Center. If you have any questions, feel free to talk to your Academic Advisor, or even your fellow classmates who have already taken the exam, for advice. **The WCT is offered five times each year.** For more information, visit the Academic Support Center in Mabee 406 or online: <http://www.park.edu/support/testprepare.asp> .

Where You Should Be After the Completion of this Year:

Each student is different and moves through college at a different speed. After your freshman year at Park, no one is going to expect you to know exactly what career you want to have for the rest of your life! As students progress through Elementary or Intermediate courses, they should be thinking about which aspects of the Spanish Major or Spanish Minor interest them the most. As your academic career continues, you may identify a professional area in which you can use your second language skills. In this case the Modern Language faculty can work with you on that choice.



PALENQUE, MAYA RUINS, CHIAPAS, MEXICO

Sophomore Year– Sample Schedule
Academic Program Guide
Spanish Major / Spanish Minor

Fall

SP201 Intermediate Spanish

Spring

SP202 Intermediate Spanish

SP299 Minor Capstone (**Minors only**)

Where You Should Be After the Completion of this Year:

After your sophomore year, you should have a good idea of how you feel about Spanish as your Major. By now you have taken many of your core classes and have a solid foundation in language skills. Clearly you need not have a career choice by this year, but by now you should be considering where you would like this degree to take you. For ideas, or maybe a little encouragement, feel free to ask any full time Professor in the ML department. That is why they are here!

Other Advice:

- Bookmark the Center’s website - <http://www.park.edu/career/> . You’ll find it helpful when you need information about writing resumes and cover letters and when you want to discover more about career opportunities for students including internships, volunteer opportunities, and job positions. As you move toward graduation, the Center may become even more important in your career planning, for it assists students with the lifelong process of career development
- If you are interested in combining fluency in Spanish with Law School, go to the Law School Admission Council’s web site <<http://www.lsac.org/>>. Look at the section “Getting Started,” and read the section “Thinking About Law School.” Get to know the pre-law advisor and join the Pre-Law Society. Professional Career Counselor Sean Kiley, writes, “If you know that you want to apply to law school, I would begin looking into the process as early as possible to make the process as easy as possible. The Law School Admission Council makes information about the LSAT and the process of applying to law school available at www.lsac.org.”
- If you are interested in graduate school, talk to your department advisor. You will need to take the Graduate Records Exam (GRE). The General Test, required by almost every program regardless of field or degree sought, can be scheduled individually at your convenience. Look at the web site of the Educational Testing Service, which administers the GRE, to find out about registration deadlines and test dates: <http://www.gre.org/> .
- Keep in mind that graduate programs abroad are a wonderful option!



ANTIGUA, GUATEMALA

Junior Year– Sample Schedule

Academic Program Guide

Spanish Major

Fall

SP301 Advanced Conversation
SP294 Intermediate Conversation
For Minors SP299 Capstone Project

Spring

SP295 Intermediate Composition
SP302 Advanced Composition

Reminder: Students who began their study of Spanish during their Freshman year generally require an extra semester to complete the Major. The Junior Year is a good time to consider a summer or semester study abroad program. By this point students are usually comfortable with their second language skills and are well-prepared for immersion studies in a Spanish-speaking country. Some study abroad programs include internships in professional areas.

Where You Should Be After the Completion of this Year:

By your junior year at Park, you begin to see your graduation in the distance, and you have a lot to get done before then! By your sophomore year you should have completed Park's required WCT exam (it is recommended that you do not put it off later than your junior year to ensure graduation).

After this year you need to start working towards your chosen career or grad school with the Career Center or your Advisor. They are both great resources to keep you on track and to help guide you down the right path. Your senior year is going to be a busy

one, so make sure you pace yourself and keep a balanced work load to keep your experience in college enjoyable.



Other Advice:

- Professional Career Counselor Sean Kiley writes: “I did not decide to go to law school until the end of my junior year, so I did not start to prepare for the LSAT until the summer before my senior year. For some students this amount of time gets the job done; other students need more time.”
- As you think about various career paths, consider the tremendous resources available to you through our alumni. Write or e-mail and ask their advice. The Alumni Department web site, <http://www.parkalumni.org/s/126/index.aspx> contains information about Park University’s Alumni Society.
- Regarding post-graduate education: register and prepare to complete relevant exams for graduate school (GRE, LSAT, MCAT, or GMAT).
- If you are not interested in professional school, consider alternatives in connection with the Career Center. Look for internships where you could explore possible careers. The Center will conduct mock interviews with you to give you a chance to develop and exercise your job interviewing skills.
- Write a curriculum vitae or resume, and continue adding recommendations to the dossier you have established at the Career Center.



Senior Year– Sample Schedule
Academic Program Guide
Spanish Major

Fall

SP 395 Spanish American Lit (3.0)
SP 311 Spanish Civ & Culture (3.0)
SP312 Spanish Am. Literature (3.0)
SP322 Cervante’s Quixote in translation(3.0)

Spring

SP394 Spanish Literature (3.0)
SP399 Capstone (3.0)
ML315 US Latino Literature (3.0)

Where You Should Be After the Completion of this Year:

After the completion of this year, Park University and its stellar faculty has set you up for the next step in your life! Whether you go on to continue your education, or you jump

right into your chosen career, by this point the faculty have done everything possible to help prepare you for a promising future, and the rest is up to you!

Other Advice:

- Continue to update your vita or resume at the Career Development Center, while always adding recommendations to your file.
- For professional schools: send applications out as early as possible. You will need faculty recommendations for your applications as well so be sure to give your faculty plenty of time. Remember that you request help from faculty; you don't demand it.
- Contact University alumni who are currently engaged in careers you would like to explore (See Junior Year information).



VENEZUELA

Scholarship Information

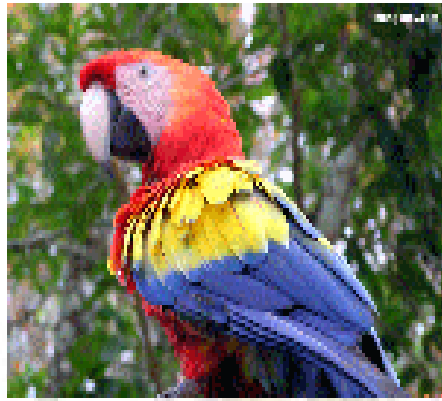
Park University offers many opportunities to help students afford a college education. To find out more about scholarships you may be eligible for and how to get the application process started visit www.park.edu/scholarship .



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ANTIGUA, GUATEMALA





Opportunities for Study and Work Abroad

- 1) The National Collegiate Hispanic Honor Society offers a scholarship program which provides study opportunities in Bolivia, Ecuador, Mexico, Peru and Spain to its student members. The scholarship program is supported by: the Universidad Internacional/Center for Bilingual/Multicultural Studies (Mexico); Estudio Internacional Sampere (Ecuador and Spain); the Academia Latinoamericana (Bolivia, Ecuador and Peru); the University of the Americas Puebla (Mexico).
- 2) The Spanish Department of Education (Ministerio de Educación) offers grants to college seniors or graduates and the opportunity to spend a year working in Spanish schools, helping Spanish students to learn English and study U.S. cultures. Assistants receive a monthly salary of at least 700€ and have full medical insurance. The work assignment is 12-16 hours a week. Online applications are normally accepted in December. Positions will be assigned according to the order in which they are received. Early applicants will have the opportunity to choose the region in which they want to work. Visit this website for specific dates due and qualifications:
http://www.educacion.es/exterior/usa/en/programs/us_assistants/default.shtmlgrants .



LOS ANDES

Resume

Building your resume is key to getting a good job and keeping track of your accomplishments. If you are planning on going further in your education, an academic resume (or a curriculum vitae) is not necessary while getting your bachelors' degree. However, many professors advise creating a resume in your sophomore or junior year, and adding to it as you progress, to ensure that you do not forget anything important!

For tips on what you should include in a resume or if you should be writing one or not, you can visit <http://www.park.edu/career/Info/ResumeWorksheet.pdf> . This file provided by the Career Center will give you helpful tips on many things such as formatting and even words to avoid! You should also ask at least two of your professors to write a letter of recommendation for your resume, but be sure to give them plenty of notice before hand. The Department offers a form for requesting these letters at <http://www.park.edu/deptofenglish/documents/RecommendationForm.doc>. These forms are also available in this Handbook's Appendices.

Your Departmental Advisor

First-year students are assigned advisors through the Student Assistance Center; these advisors help arrange students' schedules and answer questions about academic success. The Student Assistance Center is open from 8:00-4:30, Monday through Friday: <http://www.park.edu/sac/> . After you declare Spanish as a major, you will be assigned a Modern Language professor as your advisor. It is important that you know your advisor and how to contact them throughout the year as their schedules will change every semester. Your faculty advisor is a great resource to consult when you are building a resume, looking for a recommendation for a school program, seeking advice on career paths, or when those intimidating exams are coming up. They can make sure you know what to expect and how to be ready!

Academic Difficulty

If you find yourself having problems in class, **get help**. Start with your professors and your academic advisor. Know their office hours and make use of them. They can often give you specific advice about succeeding in your coursework or, if the kind of help you need falls outside their expertise, they can help you find other University resources. If you cannot manage your time or if you find that the study skills that got you through high school don't work in college, you might try the Academic Support Center. The Academic Support Center is located in Mabee 406, near the library. This is a good place to sign up for a tutor or for group study. If you need to talk about ideas for a paper, you might also go to Academic Support Center. Their hours are Monday to Thursday, 8:00 a.m. - 8:00 p.m. and Friday from 8:00 a.m. – 4:30 p.m., but you can also submit your writing to the Academic Support Center online, by visiting <http://www.park.edu/support/writing.asp>.

If you are caught up in personal difficulties, from homesickness to depression to substance abuse, Park University offers the Counseling Center which is located in Dearing Hall, first floor: <http://www.park.edu/studentlife/counseling/>.



Survival Tips

Whether you are a Spanish major or minor, reading, writing, listening and speaking are important skills that will relentlessly practice in preparation for job opportunities. Here are some helpful hints to get you started:

Writing *Ensayos y Trabajos de Investigación*

- Check, double-check, and re-check your papers! Never hand in your first copy of a paper, but carefully proofread and edit this initial copy. Let your first draft sit for a period of time – preferably overnight – before you proofread it.
- When you write a paper, finish your first draft a little early and show it to your professor for his or her comments.

- Ask your professor exactly what he or she expects from your papers. Standards of paper content may vary from professor to professor; do not assume what worked in one class will succeed in another.
- Your ideas for papers should interest you. Take risks and be creative!
- Do not make any comments or assertions in your paper that you do not or cannot back up with hard evidence (i.e., a statement that is too general or speculative).
- When writing a paper, focus only on small and specific aspects of the text.
- Make every word count! Avoid using empty filler sentences or clichés. Write what you mean.

Department Faculty and Staff

Virginia Brackett, Ph.D. – Department Chair (virginia.brackett@park.edu)

Associate Professor of English and Director, Honors Program

Ph.D., University of Kansas

Copley 210

Specialty areas: Women’s literature, children’s literature, Renaissance literature 18th & 19th century literature.

Judith Richards

(jrichards@park.edu)

Associate Professor of Spanish

Ph.D. University of Kansas

Copley 215

Specialty areas: Spanish America, Hispanic Caribbean, U.S. Latino literature, Arab and Muslim women’s writing, graphic novels



Silvia Byer, PhD

(Silvia.Byer@park.edu)

Associate Professor of Spanish

Program Coordinator – Modern Languages

Assistant Director, Honors Program

Ph.D. University of North Carolina

Copley 218

Specialty areas: Comparative European literatures, Spain, Autobiography, Mystic Writers, Epic Novel, Linguistics.

BUENOS AIRES: El Caminito



Part 2: College Life

Extra-curricular activities

Volunteering

What you do with your free time may well affect your life as much as the hours spent in any given class. You may find that a volunteer activity leads you into a career-- or away from one. You may find that it leads to an avocation that you will pursue for your whole life, whatever your career. Or you may just find that volunteering is a good way to connect to the University and to the community around you. In addition, it simply feels good.



National Collegiate Hispanic Honor Society Sigma Delta Pi

Modern Languages sponsors the Park University chapter of Sigma Delta Pi, the national Hispanic honor society (<http://www.sigmadeltapi.org/>). Our Chapter is Iota Gamma. Dr. Judith Richards is the faculty advisor, and four students are elected to society governance positions.

ELIGIBILITY: Student membership, undergraduate and graduate, is based on scholastic attainment, character, and a genuine interest in things Hispanic. Honorary membership is granted non-students under conditions specified in the By-Laws, and membership in the Orders of Don Quixote and Los Descubridores recognizes exceptional and meritorious service in the fields of Hispanic scholarship, the teaching of Spanish, and the promotion of friendly relations between English-speaking countries and those of Hispanic speech. Undergraduate candidates must have completed eighteen semester credit hours of college-level Spanish or the equivalent thereof, have at least three semester hours of a course in Hispanic literature or Hispanic culture and civilization,

have completed at least three semesters or five quarters of college work, have a minimal grade point average of 3.0 on a 4.0 scale in all Spanish courses, and rank in the upper 35% of the class.

The Hispanic Honor Society and Spanish Club will hold joint activities on the initiative of officers and members.

Voces

Written completely in Spanish, *Voces* is a publication that showcases students essays and creative work. It is sponsored by Modern Languages and is printed once a semester. Student submissions should be sent to Dr. Judith Richards, publisher for *Voces*. *Voces* is distributed to students studying Spanish from the 200 level. Interested elementary students are welcome to request or borrow a copy.

Study Abroad

The Office of International Affairs and Modern Language faculty work together to give students as many opportunities as possible for foreign study and travel. We also stay in touch with you during your stay abroad. Many students create blogs in order to share their experiences and successes.

The Park University Degree with Honors Program

Qualifying students may apply when entering as freshmen or later in their Park career, as long as four semesters remain prior to graduation. Please visit www.park.edu/honors for detailed information.





GUANAJUATO, ONE PARK STUDY-ABROAD SITE

Part 3: Planning Ahead

Making Yourself Marketable

In addition to studying hard and achieving high grades in your area, the Modern Language faculty suggest that you participate in extra-curricular activities such as clubs, athletics, student publication, music, volunteer work, or paid career-related work. Most employers seek to hire well-rounded individuals who can demonstrate an ability to manage multiple responsibilities simultaneously. In many cases, your interests outside the Spanish Major or outside academia altogether will dovetail with your professional training to identify the right career niche for you.

- When you graduate with a Spanish Major or Minor you will have attained a level of expertise that offers endless employment and educational opportunities. With initiative, assistance from faculty, and strong second-language skills, you will have an array of opportunities available. The list of employment and education prospects is as

varied as the agencies, businesses, service entities and graduate schools available. Those who speak a second language have double the opportunity when seeking employment. Here are a few of the opportunities available to bilingual graduates:

- government agencies
- armed services
- finance, banking and accounting in the U.S. and abroad
- translation and/or interpretation
- medicine
- social services
- law enforcement
- education
- physical or psychological therapy
- communication arts
- business

Or, you can create a job that has not yet been identified and demonstrate how being bilingual allows you to be creative in the job world. You name it - or dream it – because a second language opens many doors for employment, travel, service and personal satisfaction. Faculty look forward to talking with you about your interests as they evolve during your time at Park.

Internships

For the department we offer to the best students possibilities to work as a Conversation Lab Facilitator in the Elementary level courses.

As a student at Park University, you may want to try an internship or two which could help you to gain experience in your field, or even to change your mind if you realize that is not the career you wish to have. If you are interested in pursuing an internship, talk to your advisor and/or the Director of Career Development at Park University. For more information about the Career Development Center, visit <http://www.park.edu/career/> .

Useful Skills:

- Defining problems and tasks
- Mastery of information retrieval systems (libraries, books, periodicals, Internet, personal interviews)
- Planning and executing research
- Organizing ideas and solutions
- Writing and communicating
- Perhaps most important: a well-honed ability to learn what you need to in order to accomplish a task

Attributes:

- An open mind to new ideas and approaches
- Disciplined work habits

- A critical eye and ear

Your course of study will have taught you to read well, to write well, and to think creatively in both Spanish and English. If you really want to swim with the sharks, you're going to need those skills fostered by a liberal arts education. And if you are bilingual, you are swimming ahead of those sharks. **Y AHORA, ADELANTE!**

MUJERES VERACRUZANAS





Glossary of Common Terms

Academic Support Center (ASC) — The mission of the Park University Academic Support Center is to encourage and help students achieve academic excellence during their studies at Park by helping them learn to think critically, communicate effectively, and become independent learners in order that they may engage in lifelong learning and better serve a global community. Visit ASC Online at <<http://www.park.edu/support/>>

Academic Year (AY) — That portion of each calendar year which starts August 15th and ends August 14th of the following calendar year.

Accelerated Programs — Park's accelerated degree programs give working adults a convenient way to finish a degree and advance their career. Visit Park's accelerated degree site at <http://www.park.edu/KC/>.

Add Date — This is the last day a student is able to add a course to his/her schedule. This is typically the same date as the Drop Date (Add/Drop Date).

Building Abbreviations for Parkville Campus

AL – Alumni Hall

CH – Chapel

MA – Mabee Underground

SC – Science Hall

CERLAB – Ceramics Lab

CO – Copley

MC – Mackay

PDL – Park Distance Learning Underground

College of Liberal Arts and Sciences (CLAS) —CLAS consists of faculty and students in fourteen departments and numerous other curricular and extracurricular programs. CLAS is the largest department on campus.

Confirm — To confirm classes a student must pay or make arrangements to pay for his/her classes. After the confirmation deadline students must contact their Campus Center to register and must pay at that time.

Credit Hour — A unit of measurement used in awarding recognition to a student at completion of a particular course usually based on a semester or quarter term system.

Degree Audit — An advisement tool that guides the student towards degree completion. Faculty use this tool when advising students to make sure they are taking the correct courses to graduate.

Delivery Mode — The way in which material for a course is taught: resident, independent study, practical training, correspondence, etc.

Department Chair — Department Chairs are full-time faculty members with administrative duties who are also responsible for their respective academic areas. The Chair position is appointed, and Chairs serve at the discretion of their Associate Dean/Dean. For more information, see <http://www.park.edu/facultymanual/Department-Chair_Duties.htm>

Double Major — A student who is pursuing two degree programs concurrently.

Drop Period — A brief period of time at the beginning of the term officially designated by a university for dropping courses. The university's last day to drop a course will be the end of the drop period, providing it does not exceed thirty days from the first day of the term. After this date the student will receive a failing grade if they choose to no longer take the course.

Full-Time Student — A student enrolled in six academic hours of credit for an eight or nine-week accelerated term, or 12 credit hours or more in a semester program.

Incomplete — The grade "I" may be issued only upon written completion of a "Contract of Incomplete" signed by the instructor and the student. Students who have unexcused absences or excessive absences will not be eligible. An "I" indicates that a student was unable to complete the course because of circumstances out of their control. It is up to the discretion of the instructor to grant an "Incomplete" rather than a failing grade. For more information, see the University catalog at <http://www.park.edu/catalog> .

Independent Study (IS)—Delivery mode that requires interaction between student and faculty, but does not require regularly scheduled class sessions.

Liberal Education (LE)— Park University requires each student to complete a specific number of Liberal Education courses before they are eligible for graduation. Liberal Education at Park University is education that develops an awareness of human potentials. It builds skills and competencies which help students acquire the distinctive outcomes defined in the college mission statement. These outcomes include open-mindedness, professionalism, and aesthetic, civic, critical, science, and values literacy.

Liberal Learning Course (LL)—The Liberal Learning Program is intended to offer the student a learning experience above the sophomore level in areas outside the major. The program should aid students to become more aware of the world and themselves. It intends to develop within students a concern for contemporary issues and assist them to understand these issues and make informed judgments about them.

Mission Statement— The mission of Park University, an entrepreneurial institution of learning, is to provide access to academic excellence which will prepare learners to think critically, communicate effectively and engage in lifelong learning while serving a global community. For more information, visit www.park.edu/about/Description/mission.asp .

MLL — Multicultural/Global Education LL courses.

Non-Degree Seeking (NDS)—Students who take college (undergraduate or graduate) credit but who are not seeking a degree. The credit is typically used for professional development within their place of business.

Park Student Government Association (PSGA)— PSGA helps explore campus issues of importance to Park University students and initiates campus activities and involvement opportunities for the Parkville Campus and beyond. Student Senate certifies new student organizations, oversees the Student Life fee, and provides funding and assistance to student clubs.

Registration Adjustment Period — The first eight calendar days of a semester/term constitutes the Registration Adjustment Period. Within this time, the student will be permitted to change classes without financial penalty (e.g., add a course, drop a course, etc.).

School for Online Learning (PDL)—PDL is housed within the College for Distance Learning (PDL) and administers Park University's Online Campus Center. Online courses are offered in five, eight-week terms throughout the year. Most students take online courses in addition to their face-to-face course schedule, even on the Parkville campus. SOL handles the training of Online Course Instructors and Online Course Developers. To find out more, visit <http://www.park.edu/online/>.

Syllabus Repository—All faculty at Park University are required to post their syllabi online, using the University syllabus template, prior to each term/semester. Syllabi are reviewed and approved by Program Coordinators. Online Course Developers create syllabus templates for use in all online sections of a given course. Please visit <<http://www.park.edu/syllabus/>> for more information.

Vision Statement— Park University will be a renowned international leader in providing innovative educational opportunities for learners within the global society.

Withdrawal Date — The last day to withdraw from a class. There are two types of withdrawal, official and administrative. An official withdrawal begins when the student initiates the withdrawal process. If a student fails to initiate the withdrawal process, and is withdrawn for nonattendance, this is an administrative withdrawal. Students must officially withdraw from a class no later than two-thirds of the way through the term in order to receive a "W." If a student **does not** officially withdraw by this time, a grade of "F" will be recorded.

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Appendices

* Recommendation Request Forms * University Resources * Modern
Language Course Rotation Schedule * Study Abroad Forms * β
Spanish Major Requirements * Spanish Minor Tracks Requirements *

GUANAJUATO, MEXICO





PARK
UNIVERSITY

REQUEST FOR RECOMMENDATION

SECTION 1 – (To be completed by applicant)

Applicant Name: _____

Graduate Program Applying To: _____

Applicant’s Statement: I am aware that under the Family Educational Rights and Privacy Act of 1974, I am not required to, but may voluntarily waive my right to have access to confidential letters and statements of recommendation submitted to Park University in support of my application to the School of Graduate Studies. The giving of a waiver shall not be regarded as a condition for admission to or receipt of any other services or benefits from Park University.

I hereby **do / do not** waive my right to access the information recorded below.

Signature of Applicant

Date

SECTION 2 – (To be completed by recommender)

The applicant and review committee appreciate your completing this form and returning it at your earliest convenience to:

Park University Graduate School
911 Main, Suite 900
Kansas City, MO 64105
(816) 842-6182 ext.5525
Fax (816) 472-1173

A letter may be submitted, either in addition to or in place of this form, if desired. Please staple to this form.

KNOWLEDGE OF THE APPLICANT

1. Approximately how long have you known the applicant? _____ Years _____ Months

2. How well do you know the applicant? Casually Well Very Well

3. What was the nature of your contact with the applicant?

Employer Supervisor Teacher Other (specify) _____

APPLICANT'S POTENTIAL AS A GRADUATE STUDENT

1. Please check the appropriate boxes below:

	Exceptional	Above Average	Average	Below Average	Poor	No Information
Creativity						
Intellectual Ability						
Initiative and Motivation						
Analytical Ability						
Emotional Maturity						
Ability to Exchange/Share Ideas						
Writing Ability						
Oral Expression						
Perseverance toward Goals						
Ability to Work with Others						

2. Please comment on any of the items rated above or any other relevant abilities which you have knowledge (e.g. capability for graduate study, evidence of leadership and managerial potential).

3. In summary, I would give the following recommendation:

very strong
 strong
 average
 recommendation with reservation
 no recommendation

Name

Position

Signature

Institution

Date

Address

University Resources

Mailing Address:

Park University

8700 N.W. River Park Dr.
Parkville, MO 64152
(816) 741-2000
(800) 745-7275

Academic Support Center: Mabee #406, (816) 584-6330. Website: <http://www.park.edu/support/>. To set up an account or appointment with a tutor, visit: <http://www.rich15.com/park/>.

Alumni Information: Website: <http://www.parkalumni.org/s/126/index.aspx>. Director of Alumni Relations Julie McCollum. Email: julie.mccollum@park.edu.

Career Development Center: Mabee #406, (816) 584-6350. Website: <http://www.park.edu/career/>. Director Layne Prenger. Email: layne.prenger@park.edu

Counseling Center: Dearing, (816) 584-6237. Website: <http://www.park.edu/studentlife/counseling/>. Linda Waxs. Email: linda.waxs@park.edu.

Financial Aid: Admissions Building second floor, (816) 584-6290. Website: <http://www.park.edu/finaid/>. Student Financial Services email: finaid@park.edu.

Scholarship Information: Admissions Building second floor, (816) 584-6290. Website: <http://www.park.edu/scholarship/>. Scholarship Coordinator Renee Jack, email: renee.jack@park.edu.

Study Abroad: Herr House Room 1, (816) 584-6868. Website: <http://www.park.edu/intled/studyabroad.shtml>. Interim Assistant Director Angela Peterson
Email: angela.peterson@park.edu

Why Study Modern Languages? What can I do with a degree in Modern Languages?
See Department of Modern Languages, University of Northern Iowa
website: <http://www.uni.edu/modlangs/main/WhyStudyLang.shtml>

**Course Rotation Schedule
Modern Languages**

Please visit the website for the most up-to-date course rotation schedule
<http://www.park.edu/ml/>

