



FRENCH LANGUAGE ASSISTANTSHIPS IN QUÉBEC 2004-2005

INFORMATION

For Québec educational anglophone institutions

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[INTRODUCTION](#)

The program respecting foreign language assistants has several elements in common with the "Official-Language Monitor Program" (OLMP), namely the assistant's or monitor's job description and the role of the various educational partners. It should be noted that Europeans use the term "language assistant," but Canadian documents refer to "monitors." The contact starts on September 1st and ends on April 30th (College and University) or May 31st (Primary and Secondary).

[OBJECTIVES](#)

The Direction des affaires internationales et canadiennes (D.A.I.C.) and le Centre international d'études pédagogiques (C.I.E.P.) have agreed to exchange English and French language assistants. This project is similar to a program in effect with the United Kingdom for the past 20 years. French assistants (all university students) take part in a one-year practicum in a English-speaking community in order to:

- improve their knowledge of the English language
- learn about the North American English community
- become introduced to different aspects of Québec life
- introduce Québec English speaking students to French culture
- acquire teaching experience

[PROFILE OF ASSISTANTS](#)

Before requesting the services of a foreign language assistant, the teachers and administrative staff concerned should know the profile of their candidates. Assistants are generally university students nearing graduation and are persons:

- in their early twenties
- with a command of their mother tongue
- with little or no pedagogical or teaching experience
- needing to improve their knowledge of English as a foreign language
- on their first stay in Québec, Canada or North America
- that have been interviewed in their home country and are recommended to fill the position of foreign language

An institution wishing to participate in the program must have the complete support of all French teachers from the educational institution to which the assistant is to be assigned. This support must come with a detailed job description and a plan to ensure that the assistant is supervised both in and out of school.

THE ROLE OF FRENCH LANGUAGE ASSISTANTS

The role of language assistants is to help the teacher of French as a second language in its work by engaging in complementary oral activities with the students in order to facilitate the learning of the language.

ASSISTANTS PARTICIPATING IN THE PROGRAM SHOULD:

- motivate Québec students to learn the French language
- highlight their culture and way of life to students
- get students to participate in **oral** communication activities
- prepare pedagogical activities
- participate in French animation activities
- accompany students during language immersion activities

ASSISTANTS SHOULD NOT:

- replace teachers in tasks that are especially reserved for them
- perform administrative duties for which teachers are expressly responsible
- supervise groups of over 10 students without the teacher present in the classroom
- correct assignments or examinations
- work with students with social maladjustments or learning disabilities
- work with disruptive students or students with emotional disorders
- participate in examination-related tasks
- work with allophone students

Before their arrival, assistants should be provided with a list of the learning goals, be made aware of the number of participating students and have been introduced to the teaching methods used. The learning goals aim to:

- make students aware of another culture
- introduce them to an accent that is different from the one generally heard in North America
- prepare a particular group of students for a year-end examination in order to improve the school's overall grade average.

GENERAL ROLE OF THE EDUCATIONAL INSTITUTION OR SCHOOL BOARD

BEFORE THE ASSISTANT'S ARRIVAL

- designate a person in charge at the educational institution or the school board to supervise the running of the program at the educational institution or, in the case of a school board, at each school under its authority
- pay the assistant's salary every two weeks, starting at the end of September then the end of April or May
- provide information on the host community to the assistant once the successful candidate's file has been received
- plan for and meet the travel expenses required for the assistant to reach his or her host community after the welcome reception organized by the Direction des affaires internationales et canadiennes (DAIC) and held at the end of August in Montreal
- plan for and meet the travel expenses required for the assistant to attend the fall evaluation meeting taking place in Quebec city, coordinated by the ministère de l'Éducation for all Foreign language assistants and Canadian monitors
- provide an offer of employment (a Canadian government requirement for receiving an employment authorization) that specifies the work conditions, objectives and expected services; this offer should be forwarded to French assistants BEFORE THEIR ARRIVAL in Québec (upon request, the DAIC can provide a

form letter)

- arrange for the assistant to work 12 hours each week with CEGEP or university students and to have 6 hours for preparation (average), and 18 hours each with primary and high school students and to have 6 hours of preparation (average).

DURING THE ASSISTANT'S STAY

- make a substitute available in case the person in charge at the educational institution is absent
- inquire regularly about the assistant's work environment
- send a copy of the assistant's work schedule, signed by the school principal, the college's academic dean or by the chair of the university's department of languages, to the program coordinator in Québec City in the two weeks following the assistant's arrival
- plan a work environment in which the assistant works solely with teachers of French
- provide interested staff with documents related to the program respecting foreign language assistantships
- make sure that teachers effectively assume their responsibilities in the pedagogical supervision of the assistant
- take the necessary steps so that the assistant does not perform tasks assigned to the teaching staff, such as supervising of students either during or outside of classroom hours, grading, preparing report cards or correcting assignments
- ensure the proper running of the program by periodically checking with the assistant as well as with the counsellors and intervening if need be
- allow the assistant to attend information meetings, training sessions or evaluation meetings, upon request by the program coordinator in Québec City
- provide the materials required for the preparation and carrying out of the assistant's activities to the person in charge at the educational institution
- make available the facilities and services used by the teaching staff
- facilitate the integration of the assistant into the community, taking into account his or her monthly salary
- participate in the assistant's evaluation in school and in the community
- make sure a substitute is available in case the person in charge at the institution is absent
- inquire periodically about the assistant's work environment
- find hospitable accommodations (preferably free!) for the assistant during the first few days after his or her arrival
- help the assistant to find suitable and affordable housing, with the option for the assistant to move without undue constraints, in cooperation with the person in charge at the institution

The teacher who is responsible for an assistant "manages personnel."

ROLE OF THE PERSON IN CHARGE AT THE INSTITUTION

This is usually the first trip to North America for these assistants in their early twenties. They are far from home, have little or no knowledge of the Québécois accent, and are working as educators probably for the first time. These assistants need supervision, especially during the first weeks after their arrival in Québec.

List of the main responsibilities of the person who is in charge of the assistant at the school:

- See to the welcoming and integration of the assistant in the work environment;
- Make sure that a member of the educational institution's staff informs the assistant of the arrangements made to enable him or her to reach his or her host community following the information session at the end of August;
- Designate a member of the teaching staff as a counsellor to the assistant;
- Make sure that the member of the staff designated to welcome the assistant in the host community can accommodate the assistant at home or at the home of another staff member free of charge, at least for the first week;
- Help the assistant to find a place to stay (apartment, room or family) in the host community;
- Show the points of interest (grocery stores, medical clinic, pharmacy, recreational and sports facilities, etc.) in the community;
- Introduce the assistant to the staff members and show him or her around the institution;
- Act as an intermediary between the institution's payroll department and the assistant;
- Help the assistant if he or she is experiencing difficulties with the second language;
- Accompany the assistant, if need be, to the medical clinic or the hospital;

- Convince the teacher to change his or her pedagogical approach in order to incorporate project-based learning. The assistant may take a maximum of six to eight students at a time. This way of using the services of an assistant calls for flexibility on behalf of the teaching staff; the results, however, have proven successful;
- Prepare the assistant's work schedule (12 hours/week or 18 hours/week). Have the schedule approved by the director general or principal of the educational institution or by the department head and send it to the program coordinator in the week following the arrival of the assistant in his or her host community;
- Give advice to the assistant on class management, as he or she generally has no pedagogical training;
- Evaluate any discipline problems faced by the assistant and, if need be, settle them;
- Assign a room (other than the classroom) to the assistant to enable him or her them to work with small groups. If the assistant must work in the classroom, activities should be conducted together with the teacher;
- Provide guidance to the assistant on problems outside of school, such as difficulties with his or her landlord, complaints from neighbours, drugs, etc.

Important:	Important: The head of the institution should ask for approval from the program's coordinator in Québec City for all groups of more than 10 students assigned to the foreign assistant without supervision from the teacher of french as a second language.
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GRANT AND ADMINISTRATIVE FEES

Each foreign assistant is to be paid **\$13 500**. The DAIC of the ministère de l'Éducation du Québec will award the Québec educational institution a grant worth \$11 500 for each French assistant it receives. The institution must cover the remaining \$2 000 for each French assistant. The host institution is responsible for paying out the entire amount of the grant to the foreign assistant (terms and fees). It is worth noting that these students are considered to be participating in a practicum. They are all holders of a special temporary visa allowing them to stay and work in Canada. They do not take jobs away from Québec workers and do not have the right to become unionized. The program is part of a mutual exchange with foreign government partners.

PARTICIPATION FORM

The program is open to all Québec educational institutions recognized by the ministère de l'Éducation du Québec. Once an educational institution becomes registered in the program by submitting the [Participation Form](#), it cannot withdraw from the program without causing serious harm to the foreign collaborators, particularly the foreign students.

The form must be filled out and returned by mail or fax to the following address, on or before **Friday, February 27, 2004**:

Mr. Marc Champeau
 Programme d'assistants de langues au Québec
 Direction des affaires internationales et canadiennes
 Bureau du sous-ministre
 Ministère de l'Éducation
 1035, De La Chevrotière, 18e étage
 Québec (Québec) G1R 5A5
 Fax: (418) 644-0955

For further information, please call (418) 643-0463 or send an E-mail to: marc.champeau@meq.gouv.qc.ca

For further information on the language assistants programs is available on the following sites:

Royaume-Uni: www.britishcouncil.org/cbiet/assistants

France: www.ciep.fr/echanges

Allemagne: www.kmk.org/pad/home.htm

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**PROGRAM RESPECTING ASSISTANTS IN QUÉBEC
2004-2005**

PARTICIPATION FORM

HOW TO FILL OUT THE EVALUATION FORM

- The form is in Microsoft Word 2000 format.
- Never use the enter key.
- Use the tab key or the mouse to go from one step to the next.
- Once the form is filled out, you can print it.
- Collect the required signatures, enclose the required supporting documents and send in your application.
- To access the form, click on [PARTICIPATION FORM](#).
- If you do not have access to Microsoft Word 2000, please contact the person in charge at your regional office to receive a copy of the form.

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PROGRAM RESPECTING FRENCH ASSISTANTS FROM FRANCE IN QUEBEC

PARTICIPATION FORM 2004-2005

GENERAL INFORMATION		
NAME OF THE SCHOOL BOARD:		NAME OF THE UNIVERSITY / COLLEGE:
NAME OF THE PRIVATE INSTITUTION:		
ADDRESS:		
CITY:		POSTAL CODE:
TEACHER OF FRENCH RESPONSIBLE FOR THE ASSISTANT:		
PHONE: () -	EXTENSION:	FAX: () -
E-MAIL:		
FINANCIAL COORDINATOR FOR THE PROGRAM:		
PHONE: () -	EXTENSION:	FAX: () -
E-MAIL:		
REGIONAL OFFICE: ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06.1 ☐ 06.2 ☐ 06.3 ☐ 07 ☐ 08 ☐ 09		
TOTAL NUMBER OF ASSISTANTS EXPECTED: _____		
WILL THE ASSISTANT BE SHARED WITH ANOTHER PUBLIC BODY? ☐ NO		
IF YES, INDICATE WHICH ONE : _____		
(The other body has to submit it's own request)		
Public bodies that wish to obtain the services of French language assistants must agree to respect the obligations outlined in the document "Information for Québec educational institutions".		
_____ Signature of the head of department		_____ Position
_____ Signature of teacher of French requesting the assistant		_____ Date
This form and a <u>detailed job description for assistants</u> at your educational institution must be returned by mail no later than February 27, 2004 to Marc Champeau at the following address:		
Direction des affaires internationales et canadiennes Ministère de l'Éducation 1035, De La Chevrotière, 18 ^e étage Québec (Québec) G1R 5A5		